

Sabbatical Leave

Overview:

- Identify the employee: Enter their name or employee ID number
- Select the employee
- Enter the effective date Select “Leave of Absence”
- Select the assignment by clicking on the record that has Job# **without** the letter
- Drop-down menu: **Create a New Leave of Absence**
 - Click on Paid or Unpaid
 - Enter Expected Return Date, or
- Drop-down menu: **Enter a Return from Leave**
- Enter the Working Day
- Comment section: Enter any relevant or important information
- **Submit the ePAF**

Identify the employee: Enter their name or employee ID number & select the employee

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1.2 Identify Employee

Location/Dept: Berkeley

Identify An Employee For Your ePAF

Enter Employee #: 1000 [REDACTED]

Or

Employee Last Name: (May be left blank if first name entered)

First Name: (May be left blank if last name entered)

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1.3 Select Employee

Location/Dept: Berkeley

<u>Employee Name</u>	<u>Employee #</u>	<u>Location</u>	<u>Department</u>	<u>Date Of Birth</u>	
[REDACTED]	1000 [REDACTED]	Berkeley	Instructional Services-VP - 851	Click To View	Click Here To Select This Employee

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[This Is A New Employee](#)

Enter effective date and select "Leave of Absence"

1.4 Select Action

Location/Dept: Berkeley

Employee Name	Employee #	Location	Department	Date Of Birth
██████████	100██████	Berkeley	Instructional Services-VP - 851	Click To View

[Create new leave or show return from leave.](#)

The effective date of this action is: 8/18/2014

August 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

This is the first day on which your action will begin.

Select the full-time/regular contract position – job code 405

1.5 Select Assignment

Action Selected: Leave

Effective Date: 8/18/2014

Location/Dept: Berkeley/Instructional Services-VP - 851

Employee Name	Employee #	Job Title	Job #	Location	Department	Start Date	End Date
██████████	██████████	Instructor	405	Berkeley	Instructional Services-VP - 851	8/23/01	<input type="button" value="Select This Assignment"/>
██████████	██████████	Instructor/Temporary	407A	Berkeley	Instructional Services-VP - 851	6/26/06	<input type="button" value="Select This Assignment"/>

Select "Create a New Leave of Absence"

5.1 Create New Leave Of Absence Or Return From Leave

Action Selected: Leave

Effective Date: 8/18/2014

Location/Dept: Berkeley/Instructional Services-VP - 851

Employee Name	Employee #	Job Title	Job #	Location	Department	Start Date	End Date
██████████	██████████	Instructor	405	Berkeley	Instructional Services-VP - 851	8/23/01	

Please Select Leave Of Absence Or A Return From Leave:

None Selected ▼

None Selected

Create A New Leave Of Absence

Enter A Return From Leave

Please select leave of absence or a return from leave from the list.

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Select "Paid or Unpaid Sabbatical Leave" and enter the expected return date

5.1 Create New Leave Of Absence Or Return From Leave

Action Selected: Leave

Effective Date: 8/18/2014

Location/Dept: Berkeley/Instructional Services-VP - 851

Employee Name	Employee #	Job Title	Job #	Location	Department	Start Date	End Date
██████████	██████████	Instructor	405	Berkeley	Instructional Services-VP	8/23/01	

Please Select Leave Of Absence Or A Return From Leave:

Create A New Leave Of Absence ▼

- Paid Unpaid **Military Service**
- Paid Unpaid **Sabbatical**
- Paid Unpaid **Work Exchange**
- Paid Unpaid **Education**
- Paid Unpaid **Research Work Experience**
- Paid Unpaid **General Unpaid Leave**

* Expected Return Date:

June 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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If required, enter new combo codes OR additional notes in the comment box

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5.2 Leave Of Absence Confirmation

Action Selected: Leave

Effective Date: 8/18/14

Location/Dept: Berkeley/Instructional Services-VP - 851

Job Title	Job #	Location	Department	Position #
Instructor	405	Berkeley	Instructional Services-VP - 851	00000928

ePAF Action	Start Date	End Date	Employee	Employee #	Type Of Leave
Leave	8/18/14	6/30/15	[REDACTED]	[REDACTED]	Sabbatical - Paid

Budget: Location	Fund	Cost Center	Object	Program	Activity	Project	Line	Percent
8 - Berkeley	01	851	1101	1	200100	0000	00	100%

First Approver	Users In This Role
VP Instruction	[REDACTED]

Enter Comments For This ePAF In The Box Below:

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