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**EMPLOYEE SERVICES**

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# Fall Semester Leave of Absence/Leave Without Pay Contract

Use the steps in this guide to set up contract faculty for fall semester Leave of Absence Without Pay (LOA).

Leaves of Absence are not entered into the system as part of the faculty salary upload process. A contract employee cannot be put on Leave of Absence Without Pay (LOA) in the middle of a pay period.

The effective date of the leave must be equal to the first day of the pay period. Likewise, the employee cannot be returned from LOA in the middle of a pay period.

Note: The screen shots used in this guide may not be representative of your access.

**Files:**

 [Fall-Semester-LOA-LWOP-Contract.pdf](#)<sup>[1]</sup>

**Source URL:** <http://www.cu.edu/employee-services/policies/fall-semester-leave-absenceleave-without-pay-contract>

**Links:**

[1] [http://www.cu.edu/sites/default/files/policies/docs/Fall-Semester-LOA-LWOP-Contract\\_0.pdf](http://www.cu.edu/sites/default/files/policies/docs/Fall-Semester-LOA-LWOP-Contract_0.pdf)