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## EMPLOYEE SERVICES

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[Home](#) > Spring Semester Leave of Absence/Leave Without Pay Contract (9-pay-9 and 9-pay-12)

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# Spring Semester Leave of Absence/Leave Without Pay Contract (9-pay-9 and 9-pay-12)

With this guide, you'll learn to set up contract pay faculty for spring 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 in the middle of a pay period.

The effective date of the leave must be equal to the first day of the pay period, or must be entered after payroll is run for the applicable 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:

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

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**Source URL:** <http://www.cu.edu/employee-services/policies/spring-semester-leave-absenceleave-without-pay-contract-9-pay-9-and-9-pay>

### Links:

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