

FINANCE PROCEDURE MANUAL	TITLE: Sabbatical Leave	
	NUMBER: FIN-PAY-007	VERSION: 01
	ISSUED DATE: 9/8/2009	REVISION DATE: N/A

➤ **Purpose:**

This procedure outlines the steps required for setting up employee Sabbatical Leave in Payroll.

➤ **Definitions:**

PantherNet: The online Enterprise Resource Planning (ERP) system used to track and maintain operations at the College including financial, student, and payroll/personnel records.

Sabbatical Leave: Leave granted for the purpose of travel, professional academic advancement, or health restoration.

➤ **Responsibility:**

Human Resources: Provides Sabbatical Leave information to Payroll.

Payroll: Sets up PantherNet with dates employee is on Sabbatical Leave.

➤ **Procedure Details:**

1. Human Resources provides information to Payroll listing the employees who have been approved for Sabbatical Leave and the terms that have been approved.
2. Payroll adjusts PantherNet to reflect the employee being on Sabbatical Leave.

➤ **References:**

College Board Policies: 6Hx-18-5.37

<http://www.palmbeachstate.edu/boardoftrustees/documents/BoardPolicies/Section5/5.37.pdf>