

Wasabis for Annual Leaves

Please remember to attach leave forms to the Wasabi forms

All of these Wasabis can be found under the Termination category (suitcase)

- o **Annual Appointee Maternity (not Post Docs):**
 - o Leave of Absence/Maternity Wasabi to put on leave.
 - o Return from Paid Leave Wasabi to return from leave.
- o **Annual Appointee Parental Leave:**
 - o Paid Leave of Absence/Parental Wasabi to put on leave.
 - o Return from Paid Leave Wasabi to return from leave
- o **Annual Appointee Paid Medical Leave (not Post Docs):**
 - o Paid Leave of Absence/Medical Wasabi to put on leave.
 - o Return from Paid Leave Wasabi to return from leave.
- o **Annual Appointee FMLA Leave (unpaid):**
 - o Unpaid Leave of Absence/Medical/Parental/Personal Wasabi to put on leave (depending on specific circumstances of leave). Put an end date.
 - o Return from Leave to return from leave

Billing Codes for Annual Appointee/Faculty Leaves

- o **Faculty and Academic Appointee Maternity and Parental Leaves:**
 - o 275-23775-000001-566336-0000-(*00000)
 - o If the faculty member has a root, use the faculty member's root, if not, use 00000.
- o **Faculty and Academic Appointee Medical Leaves:**
 - o 275-23775-000001-566337-0001- (*00000)
 - o If the faculty member has a root, use the faculty member's root, if not, use 00000.
- o **Faculty Sabbaticals:**
 - o 275-23770-000001-566354-0000- (*00000)
 - o If the faculty member has a root, use the faculty member's root, if not, use 00000.