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)*

- **Annual Appointee Maternity (not Post Docs):**
  - Leave of Absence/Maternity Wasabi to put on leave.
  - Return from Paid Leave Wasabi to return from leave.

- **Annual Appointee Parental Leave:**
  - Paid Leave of Absence/Parental Wasabi to put on leave.
  - Return from Paid Leave Wasabi to return from leave

- **Annual Appointee Paid Medical Leave (not Post Docs):**
  - Paid Leave of Absence/Medical Wasabi to put on leave.
  - Return from Paid Leave Wasabi to return from leave.

- **Annual Appointee FMLA Leave (unpaid):**
  - Unpaid Leave of Absence/Medical/Parental/Personal Wasabi to put on leave (depending on specific circumstances of leave). Put an end date.
  - Return from Leave to return from leave
Billing Codes for Annual Appointee/Faculty Leaves

- Faculty and Academic Appointee Maternity and Parental Leaves:
  - 275-23775-000001-566336-0000-(*00000)
  - If the faculty member has a root, use the faculty member’s root, if not, use 00000.

- Faculty and Academic Appointee Medical Leaves:
  - 275-23775-000001-566337-0001-(*00000)
  - If the faculty member has a root, use the faculty member’s root, if not, use 00000.

- Faculty Sabbaticals:
  - 275-23770-000001-566354-0000-(*00000)
  - If the faculty member has a root, use the faculty member’s root, if not, use 00000.