

JED Processing of Calendar Year Sabbatical & Retirement Leave at reduced pay

Because faculty are paid for 9 months over 12 months, JED's for calendar year sabbaticals or retirement leaves at reduced rates need to be processed using the procedure below. Two JED's are necessary. The first puts the faculty member on sabbatical or retirement leave with an effective date per the sabbatical request or retirement memo. (1/1, 1/16 or 2/1) The second JED is to reduce their comp rate effective 3/1. Faculty are paid $\frac{1}{2}$ of their annual rate for fall and $\frac{1}{2}$ of their annual rate for spring. Because they are compensated over 12 months, the fall semester is not finished being paid out until 3/1. If you reduce their comp rate to 75% of their annual rate effective January, the comp rate calculation gets complicated and in addition, you need to remember to fix the comp rate to be divided by 24 as of 9/1. Therefore, the comp rate is not reduced until 3/1 because that is the date that is when spring pay begins being paid.

For faculty who are retiring, a payout is made in their final check to give them the funds from Fall that have not yet been paid out as of their retirement date. For example, if they are retiring 1/15, they will receive 3 pays periods of pay in their final check to complete the fall semester $\frac{1}{2}$ of their annual rate. (1/30, 2/15, 2/28 pays).

Directions for JED's

- 1) JED effective date of Sabbatical or Retirement leave per document (1/1, 1/16 or 2/1).
Faculty placed on appropriate leave but comp rate and annual rate remain the same
- 2) Jed effective 3/1
Comp rate reduced to 75% (or 50% if 50% mini sabb) of comp rate but annual rate remains at 100%
- 3) JED effective date of return for sabbaticals. (1/1, 1/16 or 2/1 of following year)
Returned from leave. Comp rate remains at reduced rate.
If retirement, placed on retirement, no need to adjust comp rate. Final payout processed by HR
- 4) Jed effective 3/1 of following year
Comp rate brought back to 100%. If retirement, this JED is not necessary