

# Professional Improvement Leave (PIL)

Description: Changing the job/employee status of an faculty member via Professional Improvement Leave (PIL)

PIL Form: [http://www.auburn.edu/academic/provost/announcements/2019\\_PIL.php](http://www.auburn.edu/academic/provost/announcements/2019_PIL.php)

Faculty Handbook: [http://www.auburn.edu/academic/provost/facultyHandbook/chapter%203-personnel\\_policies.php#facultydev](http://www.auburn.edu/academic/provost/facultyHandbook/chapter%203-personnel_policies.php#facultydev)

1. PIL must be approved in advance per review from the Department Head, Dean, and the Office of the Provost.
2. The Office of the Provost will send the necessary documents to Human Resources (Records).
3. Human Resources (Records) will initiate the Leave of Absence EPAF (LVPI).

When the faculty member returns to work:

1. Department initiates a Leave of Absence (Return Any Leave Type) LVABS with an effective date of the last day of approved leave, thus ending the PIL.
2. Department adds a job(s) back for the faculty member (ADJFAS for 9-month faculty or ADJMON for 12-month faculty with an effective date of the first day back at work.

Example 1, If a 9-month faculty is on PIL for spring semester, HR-Records will begin PIL with an effective date of 1/1/xxxx. The faculty's home department will initiate the following EPAFs at the end of the spring semester:

- a) Department initiates a Return from Leave of Absence LVABS effective 05/15/xxxx
- b) Department initiates an Add F9 Jon (Semi-Monthly) ADJFAS effective 08/16/xxxx

Example 2, If a 12-month faculty is on PIL from May through June, HR-Records will begin PIL with an effective date of 5/1/xxxx. The faculty's home department will initiate the following EPAFs at the end of the PIL term:

- a) Department initiates a Leave of Absence (Return Any Leave Type) LVABS effective 07/31/xxxx
- b) Department initiates an Add FF/FM job (Monthly) ADJMON effective 08/01/xxxx

