

## **“GOING ON LEAVE” INFORMATION SHEET**

**TRAVEL ABROAD:** All faculty who are traveling internationally should submit a [travel form](#) to Jim Kelley (X3115, [jkelly@bowdoin.edu](mailto:jkelly@bowdoin.edu)) and register with [STEP](#) at least two weeks prior to departure. You will be enrolled in the AIG WorldRisk program and issued a Travel Guard WorldRisk Assistance Card in the event that a personal emergency occurs or evacuation is needed. See <https://www.bowdoin.edu/finance/travel/protected/international-travel.html> for additional information and guidance, and contact Jim if you have any questions.

**EXPENSES REIMBURSEMENT:** Faculty members should continue to submit expense

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reports through Workday on a regular basis while on leave, preferably within 30 days of incurring an expense and no more than 60 days after.

**ACCESS TO FUNDS:** Faculty members should continue to submit expense reports through Workday on a regular basis while on leave, preferably within 30 days of incurring an expense and no more than 60 days after.

**SHIPPING:** Department budgets do not cover any costs for shipping materials to your leave site. The mailroom can assist you in shipping materials, but please keep in mind that you will be responsible for shipping charges.

**PARTICIPATION IN DEPARTMENTAL/PROGRAM MATTERS WHILE ON LEAVE (for tenured faculty only):** If your department/program will be involved in a reappointment, tenure, or promotion review during the time of your leave, please note that all tenured member of the department, including those on leave, are normally expected to participate in the reappointment or tenure review process. If the nature of your leave makes it impossible for you to participate fully in the deliberations, you will be asked not to participate at all, to ensure equal levels of involvement. The same holds true for professors going on leave when there will be a faculty member reviewed for promotion to the rank of professor in the department/program.

**OFF-CAMPUS STUDY, DEVELOPMENT, AND ALUMNI RELATIONS SUPPORT:** If you are traveling either domestically or abroad during your leave, you may receive requests from various campus offices for support or outreach for Bowdoin activities if your travel includes cities or countries of interest. While you are not obligated to participate, it is extremely