

PPS INSTRUCTIONS FOR LEAVES WITHOUT PAY

A copy of the approved ALAS (Academic Leave of Absence/Sabbatical) form will serve as pre-approval for this type of action. Once you have received the approved copy, proceed with the online PPS entry. Additional information regarding leave without pay policy and procedures can be found in [APM 759](#).

Leaves without pay are easy PPS entries to perform. You need only update the ELVE screen with the leave action code 08 (which will stop all pay for the leave period), the leave begin date, the leave return date, and the leave type (corresponds the type code checked on the ALAS form). See below for a sample ELVE screen shot showing a leave without pay entry.

PPELVE0-E0943	EDB Entry/Update	06/01/01 08:37:02
06/01/01 09:56:55	Appts./Distributions-Condense	Userid: VCAIHG
ID: 000009237 Name: ACADEMIC, JOHN B.	SSN: 888-50-6543	Pri Pay: MO
Leave of Absence Action Code	: 08	
Leave of Absence Begin Date	: 070101	Return: 070102 Type: 12
Last Sabbatical Credit Balance	:	
Sabbatical Credit Date	:	
Sabbatical Credit Accrued	:	
Sabbatical Credit Accrued Thru date	:	
Sabbatical Credit Used	:	
Total Sabbatical Credit Balance	:	
TRIP Reduction Percentage	:	
TRIP Duration	:	
TRIP Begin Date	:	