

LOA With Pay ISR (JHU/JHHS)

The Leave of Absence ISR is selected when staff, faculty, students (psubarea U012 and U013 only) take a Leave of Absence with pay. When using this ISR, the initiator must select one of 2 action types: LOA with Pay or LOA without Pay. This ISR may not be used to place students or part time instructors on temp inactive status.

CODE	REASON	DEFINITION
1	Military	
2	Health	
3	Personal	
4	Education	
5	Sabbatical	
6	STD	JHU only. STD paid by disability company. The portion of salary not covered by STD can be supplemented with available sick/vacation time for staff and may be covered by departmental funds for faculty.
7	LTD	JHU guidelines: LTD is paid by the disability company. The portion of salary not covered by LTD can be supplemented with available vacation time for staff and may be covered by departmental funds for faculty.
8	Worker's Comp	Leave taken due to Worker's Compensation-related injury or illness.
9	Dependent Care	
10	Suspension	

LOA Without Pay ISR (JHU/JHHS)

The Leave of Absence ISR is selected when staff, faculty, students (psubarea U012 and U013 only) take a Leave of Absence without pay. When using this ISR, the initiator must select one of 2 action types: LOA with Pay or LOA without Pay. Students who do not qualify for temp inactive status may be placed on loa w/o pay using reason code 11 (see below). This ISR may not be used to place students or part time instructors on temp inactive status.

CODE	REASON	DEFINITION
1	Military	
2	Health	
3	Personal	
4	Education	
5	Sabbatical	

CODE	REASON	DEFINITION
6	STD	JHU only. STD paid by disability company. The portion of salary not covered by STD can be supplemented with available sick/vacation time for staff and may be covered by departmental funds for faculty.
7	LTD	JHU guidelines: LTD is paid by the disability company. The portion of salary not covered by LTD can be supplemented with available vacation time for staff and may be covered by departmental funds for faculty.
8	Worker's Comp	Leave taken due to Worker's Compensation-related injury or illness.
10	Union	Leave taken as provided by the union contract.
11	Position Schedule	JHU guidelines: Use this for employees returning from LOA at a reduced schedule for health reasons and for employees who are on leave for part of the year (i.e., 9 months). Also applicable for students who do not qualify for temp inactive status.
12	Suspension	
13	Dependent Care	
21	JHHS - Military	For JHHS/JHH only: Period of continuous leave for military reasons
22	JHHS - Health	For JHHS/JHH only: Period of continuous leave for health reasons
23	JHHS - Personal	For JHHS/JHH only: Period of continuous leave for personal reasons
24	JHHS - Education	For JHHS/JHH only: Period of continuous leave for educational reasons
25	JHHS - Dependent Care	For JHHS/JHH only: Period of continuous leave to provide dependent care

Return from LOA ISR

This ISR type is selected when a staff, faculty or student returns from a leave of absence. Is not used for individuals returning from temp inactive status.

CODE	REASON	DEFINITION
01	Return from LOA with Pay	Returning to work/paid status following a period of leave with pay
02	Return from LOA without Pay	Returning to work/paid status following a period of leave without pay

Temp Inactive ISR

The Temp Inactive ISR is used to stop payments for faculty and students without terminating his/her employment with JHU. The employee remains active in SAP and continues to have access to all JHU systems while in this status.

CODE	REASON	DEFINITION
01	Student	Semi-monthly Student or Fellowship recipients taking an academic break; or a break in paid status
02	Part-time Faculty	Part-time Instructors with no active contract or no funding sources will always be Temporarily Inactive.

Return From Temp Inactive ISR

This ISR type is selected when a student or part-time instructor is returning from Temporarily Inactive status; individual must not be benefit-eligible to qualify

CODE	REASON	DEFINITION
01	Student	Semi-monthly Student or Fellowship recipients returning from an academic break; or a break in paid status
02	Part-time Faculty	Part-time Faculty (Instructors) with a new contract returning from a Temporary Inactive status. Part-time Instructors with no active contract or no funding sources will always be Temporarily Inactive.

Univeristy	
Loa with Pay	
1	Military
2	Health
3	Personal
4	Education
5	Sabbatical
6	STD
7	LTD
8	Worker's Comp
9	Dependent Care
10	Suspension

Health System	
Loa with Pay	
1	Military
2	Health
3	Personal
4	Education
5	Sabbatical
6	STD
7	LTD
8	Worker's Comp
9	Dependent Care
10	Suspension

University	
Loa without pay	
1	Military
2	Health
3	Personal
4	Education
5	Sabbatical
6	STD
7	LTD
8	Worker's Comp
10	Union
11	Position Schedule
12	Suspension

Health System	
Loa without Pay	
7	LTD
8	Worker's Comp
10	Union
11	Position Schedule
12	Suspension
21	JHHS - Military
22	JHHS - Health
23	JHHS - Personal
24	JHHS - Education
25	JHHS - Dependent Care

- 1 Military
- 2 Health
- 3 Personal
- 4 Education
- 5 Sabbatical
- 6 STD
- 7 LTD
- 8 Worker's Comp
- 9 Dependent Care
- 10 Suspension

- 1 Military
- 2 Health
- 3 Personal
- 4 Education
- 5 Sabbatical
- 6 STD
- 7 LTD
- 8 Worker's Comp
- 10 Union
- 11 Position Schedule
- 12 Suspension
- 13 Dependent Care
- 21 JHHS - Military
- 22 JHHS - Health
- 23 JHHS - Personal
- 24 JHHS - Education
- 25 JHHS - Dependent Care