



College of Earth, Ocean, and Atmospheric Sciences
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Extended Leave Checklist

For CEOAS faculty members planning to take an extended leave of absence, please seek approval from the Dean's office by contacting the Dean's assistant (adammen@coas.oregonstate.edu).

Once approval has been received you will work with the CEOAS HR office to make sure all appropriate paperwork is processed. Before departing please make sure that you have taken the necessary steps below in to account:

- Mailbox forwarding or upkeep has been arranged and receptionist has been informed of the plan.
- Monthly timesheet management through the EmpCenter online system (mytime.oregonstate.edu) for yourself and your employees has been planned. You will need to be able to approve your employee's timesheets via the Internet as well as submit your own.
- Check in with Business Center contacts to plan for any approvals or signing needed before you depart or while you are away (this could include invoices, grants, PAR forms, etc).
- Notify the Dean's office (adammen@coas.oregonstate.edu) of your plans for your office space while you are away. Are you willing to have someone sit in your space if needed? Have you arranged for someone to utilize your space (office, lab, etc)?
- IF TRAVELING INTERNATIONALLY- register your trip with the Office of Risk Management (<http://risk.oregonstate.edu/international>)
- Fill out a Telecommuting Agreement if needed (<http://oregonstate.edu/admin/hristeam/forms/TeleCommAgree.pdf>)
- Fill out an Outside Activities Request if needed (<http://oregonstate.edu/admin/hristeam/outemp.pdf>).