Stanford | Faculty Affairs
Office of the Provost

Faculty Leave Status FAQ

As of July 6, 2020, faculty leave status information will be publicly visible on the following two websites – Stanford Profiles (CAP) and Stanford Directory (StanfordWho). These pages will show whether a faculty member is on leave and, if so, the dates of the leave. There is an option for the faculty member to change the settings to restrict visibility to only the Stanford community or to make this information private and visible only to the faculty member. These changes are being made per the request of the Dean of Research to make it easier for researchers and potential students/trainees to know whether a faculty member will be away from Stanford campus.

What leave information is visible on my Stanford Profiles and Directory pages?

If you are on leave, a leave message will be displayed in the header section of your Stanford Profiles page and your StanfordWho page, and will display start and end dates of your leave. The message will look similar to this:
-   *On leave from <start date> to <end date>*

Can I add a customized, personal leave note? If yes, how?

Yes, you can add a customized leave message up to 100 characters in case there is anything you wish to communicate about your leave and/or availability.
Your customized leave message will be shown on your profile pages for the duration you specify. To add a customized leave message, visit https://stanfordyou.stanford.edu and click on *Maintain your Directory Information*.

I would prefer to keep my leave information private. How can I change it?

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Office of the Provost

To change the visibility of your leave information from [Stanford Profiles](#), click on Edit Profile and follow the same process you would use to edit other fields.

To change the visibility of your leave information from Stanford Directory (StanfordWho), go to https://stanfordyou.stanford.edu and follow the same process you would use to edit other fields.

The leave information on my profile is incorrect. What do I do?

If the information shown on your profile page is incorrect, please submit a [help ticket](#) to get have this addressed.

I am on leave, but my information is not showing up in Stanford Profiles and Stanford Directory. Are there types of leaves that are not shared with Stanford Profiles and Stanford Directory?

Yes, medical leaves such as Short-Term Disability, Long-Term Disability and Workers Compensation are not shared with Stanford Profiles and Stanford Directory.

However, you still have the option of adding a customized note to share information about such leaves should you wish.

For more general information on leaves, please refer to [Chapter 3 -Sabbaticals and Other Leave of Absence](#), of the Faculty Handbook