

VI-1
LEAVES OF ABSENCE
(Revised 5/17)

Policies on Leaves of Absence for both academic-year and fiscal-year appointees are outlined in APM 700 – 760 and the applicable memorandum of understanding for represented employees. The following contains procedures on the Santa Barbara campus relating to these policies.

I. General

- A. Specific regulations have been established by The Regents and the President on certain types of leaves of absence. These are:
- Sabbatical Leave (APM 740)
 - Sick Leave (APM 710)
 - Family and Medical Leave (APM 715)
 - Vacation (APM 730)
 - Holidays (APM 720)
 - Leave to attend Professional Meetings (APM 752)
 - Miscellaneous Leaves (APM 750, 751, 758, 759)
 - Parental Leave, Childbearing and Active Service Modified Duties (APM 760)
- B. Because academic-year appointees are expected to be present from the beginning of the Fall quarter through the end of the Spring quarter, any appointee returning after the beginning of the Fall quarter or leaving before the end of the Spring quarter, should apply for a leave of absence in accordance with the applicable policy.
- C. All faculty (Senate and non-senate) must submit their leave request to the Department Chair at least 45 days in advance of the begin date of the pay period of the quarter in which the leave is to be taken, unless circumstances beyond the control of the faculty member make this impossible. Requests for sabbatical leaves must be submitted three months in advance of the begin date of the pay period for the leave. Appointees in other titles are encouraged to submit leave requests as early as possible.
- D. Leave requests for periods of more than seven calendar days (other than vacation and sick leave for those in accruing titles) must be forwarded to the Dean or Associate Vice Chancellor for Academic Personnel for approval, accompanied by a memo from the Department Chair or Director endorsing the leave (see IV below). Leave requests for more than 30 days also require input into the payroll system. **NOTE:** A leave without salary must be entered into the payroll system regardless of the length of the leave.
- E. Senate faculty requesting a leave that will involve category I outside professional activities (Red Binder I-29) must also request prior approval of the category I activities via AP Folio.
- F. All academic employees are covered by FML, CFRA and FEHA. In most cases university policy provides greater coverage than that required by State and Federal law. Please see the appropriate APM sections, as listed above, or memorandum of understanding article for information concerning coordination of University policy and State and Federal Law. FML will normally run concurrently with other approved leave.

II. Leaves and the Eight Year Probationary Period; Assistant Professors, Lecturers PSOE, and Assistant Researchers

- A. Childbearing, Parental Leave or a combination of both, of one quarter or more whether with or without salary, is automatically excluded from service toward the eight-year probationary period. The employee (Assistant Professor, Lecturer PSOE, or Assistant Researcher) must inform the Department Chair in writing within one quarter of the completion of the leave, if he/she wishes the time to be included as service toward the eight-year period. It should be noted that this is considered time excluded from the clock and the employee should not be expected to produce any

additional materials/ publications because of the lengthening of the probationary period. Any materials/publications that are produced, however, should be considered in the next appropriate review.

- B. Periods of Active Service-Modified Duties are included as service toward the eight-year probationary period.
- C. With the exception of Childbearing or Parental Leave as noted in A. above, periods of leave, either with or without salary, are included as service toward the eight-year period. Exception may be granted only if requested in conjunction with the original leave request, or in the case of sick leave, within one quarter or semester after the leave is taken. The Associate Vice Chancellor for Academic Personnel, after consultation with the Committee on Academic Personnel, may determine that the activity undertaken during the course of the leave is substantially unrelated to the individual's academic career.
- D. For purposes of review for advancement or promotion accomplishments produced during the leave period will be considered as part of the total record, but the period of extension shall be excluded when evaluating the rate of research or teaching performance.

III. Leaves and Sabbatical Leave Accrual

- A. Sabbatical leave credit is not accrued during a period of leave with or without pay. Credit will accrue if an absence is for less than one-half of a quarter.
- B. Sabbatical leave credit will accrue during a period of Active Service-Modified Duties when the duties are equivalent to at least 50% of normal duties. When such is the case, the Chairperson's endorsement of a period of Active Service-Modified Duties should include a statement to that effect.
- C. Sabbatical leave credit is not accrued during periods of service when more than 50% of the appointment is paid from extramural grant funding. Payment from extramural funding requires appointment in a Research title that does not allow accrual of sabbatical leave credit.

IV. Approval Authority

Faculty (Senate and Non-Senate)

Medical leaves within APM policy	Dean
All other leaves for up to one year, within policy	Dean
Active Service Modified Duties	Dean
Exceptions to policy	Associate Vice Chancellor
Leaves beyond one year	Associate Vice Chancellor

Senate Faculty

Sabbatical within policy	Dean
Sabbatical - exceptions, negative rec., 5 years no-change	Associate Vice Chancellor

All other Academic Appointees

Leaves covered by vacation and/or sick leave	Department Chair or Director
Active Service Modified Duties	Associate Vice Chancellor
Leaves not covered by vacation and/or sick leave	Associate Vice Chancellor
Exceptions to policy	Associate Vice Chancellor

V. Chair's/Director's Request For Leave Approval Sample Letter

Date

TO: Dean/Associate Vice Chancellor for Academic Personnel

FROM: Department Chair/Director

RE: Request for _____ Leave during 20__-20__ for _____
(Type of Leave) (Name)

I endorse the request of _____ for a _____ leave
(Name) (Type of Leave)
for the period of _____ through _____ [for the _____ quarters.] A
(Date) (Date) (Fall/Winter/Spring)
copy of the written request is attached. _____ will return from the leave on
(Name)

(Date)

The purpose of the leave is to _____
(Explanation)

- For sabbatical leave include the location while on leave, collaborator, if applicable, source and amount of financial support while on leave, sabbatical leave credits to be used and sabbatical leave credit balance, as well as any request for forfeit or liens of sabbatical leave credits).

_____ will receive ____% income from UC during the period of the leave (or will be without salary),
(Name) (percent)
_____ 's assigned courses will be covered by _____
(Name) (Name)

- If PI on a grant include: He/She is a Principal Investigator of a grant and appoints Professor _____ as a substitute for the period with approval of the sponsoring agency. (Name)

I request your approval of this leave.

- For sabbatical leave requests include: Attached you will find a list of other faculty on approved leave during the period.)
- For leaves involving category I outside professional activities include: _____ has received approval to engage in category I outside professional activities during the period of the leave.

Attachment(s): (written request for leave and list of other faculty on leave during the period.)