

# Agenda

- Academic Leave Topics Covered by This Training
  - Sabbatical Leave
  - Professional Development Leave
  - Routing and Approvals
  - Leave Application and Report
  - Accruals and Credits
  - Managing Leave Credits in Advance
  - Questions
- Advance Leave Demo and Hands on Training

# What is an academic leave?

Academic leave at UCSF is best described by the sabbatical leave policy which states that leave is granted “to enable recipients to be engaged in intensive programs of research / or study, thus to become more effective teachers and scholars and to enhance their services to the University” (APM 740-0).

At UCSF we have two types of academic leave:

- 1.) Sabbatical Leave
- 2.) Professional Development Leave

# Sabbatical Leave

- Only Ladder Rank series faculty at  $\geq 50\%$  effort are eligible
- 2 Types:
  - Regular Sabbatical
    - Relieved from regular duties
    - Paid at full or partial salary
  - Sabbatical in Residence
    - Teach one regularly-scheduled class each quarter @ UC Campus
    - Relieved of other regular duties
    - Paid at full or partial salary

# Professional Development Leave

- Professional Development Leave policy follows same guidelines as Sabbatical Leave
- All non-Ladder Rank series faculty  $\geq 51\%$  are eligible
  - In Residence, Clinical X
  - Adjunct & HS Clinical are eligible as of July 1, 2012 and will have a starting balance of zero

# Approval Process



\*Advance is programmed to follow the chain of approval authority

# Sabbatical/ Professional Development Leave Requests

- Leave request must include the following:
  - A brief history of the project
  - Significance of the project
  - Location(s) or institution(s) where the project will be carried out; names of colleagues, if any, with whom it will be conducted
  - Assurances of cooperation, or authorization to conduct the project, received from individuals, institutions, or agencies
  - Description of all financial support
  - Description of University service

# Sabbatical/ Professional Development Final Report

- Within 90 calendar days upon return from Academic Leave, the recipient shall submit a final report to include the following:
  - Account of activities during the leave
  - Statement of progress made on the project as proposed in the application
  - Explanation of any significant changes from the initial approved proposal
  - Appraisal of the relationship between the results anticipated and those actually achieved
  - Summary of any intellectual property issues
  - Statement of future activity related to the project

# Accruing Credits Toward Sabbatical/ Professional Development Leave

- Use Fiscal Year Chart (APM 740 – Chart II)
- 4 Quarters/Year:  
  
July – Sept, Oct – Dec, Jan – Mar, Apr - June
- To earn 1 credit, service must be
  - at min 50% time (for sabbatical) or 51% (for Prof Development leave) for the entire quarter
  - on regular pay status or paid by an affiliate
- Maximum accrual = 40 credits



# Sabbatical Credit Table

Time Spent on Sabbatical	Credits needed for Regular Sabbatical Leave at Full Salary	Credits needed for Sabbatical Leave in Residence at Full Salary
1 Quarter (3 months)	9 Credits	6 Credits
2 Quarters (6 months)	18 Credits	12 Credits
3 Quarters (9 months)	27 Credits	18 Credits
4 Quarters (1 year max)	36 Credits	24 Credits

- For Regular Sabbatical = 1 month of leave costs 3 credits
- For Sabbatical in Residence = 1 month of leave costs 2 credits

# Additional Considerations for Sabbatical/ Professional Development Leave

- Payback terms (APM 740-16)
  - A sabbatical leave of absence shall be granted by the University and accepted by the recipient with the understanding that, immediately following the leave of absence, the recipient will return to active University service for a period at least equal to the period of the leave.
- No Sabbatical Leave immediately before retirement

# Advance Academic Leave Process

- As of January 1, 2013, all Sabbatical/  
Professional Development leave requests  
**MUST** be submitted via Advance

# Advance Academic Leave Process

- The new Academic Leave Process in Advance will allow users to:
  - Create electronic applications and reports for Sabbatical and Professional Development leave
  - Calculate and manage leave credits
  - Obtain leave approvals on-line

# Managing Leave Credits in Advance

- The APA can manually adjust credits (and add comments) to compensate for calculation issues such as:
  - Starting value (Advance will automatically begin calculating from zero on July 1, 2012 and all prior credit balances must be manually entered)
  - Issues related to leave adjustments not included as part of the calculation, such as FMLA, Furlough, Disability, etc.

# Managing Leave Credits in Advance cont'd

- To establish initial starting balance of leave credits in Advance for Ladder Rank, In Residence and Clinical X Faculty:
  - Complete sabbatical calculation worksheet
  - Attach calculation worksheet into Advance with initial leave request
  - VPAA will verify the balance and make modifications as needed

# Managing Leave Credits in Advance cont'd

<b>[name]</b>							
<b><u>SABBATICAL LEAVE HISTORY</u></b>							
Today's date: _____		Acad Pers Preparer: _____			extension: _____		
Initial date of hire: _____							
Date eligible to earn sabbatical credits: _____							
	DATES			credits earned	credits used	running total	Comments (e.g. types of leaves, policy citations, etc)
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	Balance

# Managing Leave Credits in Advance cont'd

- Credit accruals are not prorated based on % of effort
- Affiliate appointments must be properly reflected in the employee's Advance record, in order for automatic accruals to be calculated



# Managing Leave Credit in Advance cont'd

- Anytime you make a change to the credit balance, you must provide a reason for the change in the comments box
- If a candidate's appointment effort reduces to less than 51% (or less than 50% for Ladder Rank), he/she will not accrue during that period