Establish an Initial Starting balance in Advance

**Step 1: Check Academic Leave policy via APM 740**
- Confirm that the candidate is in an eligible title to take sabbatical/professional development leave
- Refer to chart II to check how much credit the candidate will need for the amount of leave requested

**Step 2: Check employee payroll record**
- Obtain academic history of employment (HSUM screen in OLPPS) to determine periods of eligible faculty appointments for accruing service credit
- Obtain leave of absence history to determine periods of ineligibility to accrue service credit

**Step 3: Complete sabbatical calculation worksheet**
- Begin counting the appropriate years of eligible service, at 4 credits earned per year
- Deduct any periods of time from your calculations, in which the employee would not have accrued, such as periods of LWOP or time spent in ineligible titles
  *You can find the calculation worksheet on the Academic Affairs website: [http://academicaffairs.ucsf.edu/academic-personnel/media/Sabbatical_Calculation_Wksht_1-2-07.xls](http://academicaffairs.ucsf.edu/academic-personnel/media/Sabbatical_Calculation_Wksht_1-2-07.xls)*

**Step 4: Attach calculation worksheet into Advance with initial leave request**
- VPAA will verify the balance and make modifications as needed

*If you have a questions regarding sabbatical or professional development leave, contact your VPAA service center representative.*