

**UCSF Request for Leave of Absence Without Pay (LWOP)
For Innovation and Entrepreneurship Activities Pursuant to APM 759**

*Prior to completing this form, faculty should review the **UCSF FAQs for HSCP members: Leaves of Absence Without Pay (LWOP) Pursuant to APM 759** and obtain the support of their Chair.*

Employee Name:

UC PATH Employee ID:

Academic Home Department:

I. Details Regarding Proposed Leave

1. Name of outside entity:

2. Location of outside entity:

3. General description of the outside entity including its structure, business area:

4. Describe your proposed role/activity with the company (include description of specific role(s), with title(s) and responsibilities):

5. Describe how this proposed activity will enhance your contributions to the university, including any potential beneficial outcomes to research, clinical, and/or public service activity:

6. Dates of the proposed leave for which you are requesting approval (not to exceed one year)

Start Date:

End Date:

For faculty holding an academic appointment in a series with a definite end date (HS Clinical, Adjunct, Clinical X), LWOP under APM 759 will not generally be approved beyond the appointment end date. Requests for LWOP under APM 759 that extend beyond the end date of the academic appointment will be

considered on a case by case basis. For assistance with completing a leave of absence request form, faculty should contact their [HR Academic Generalist](#) after discussing the request with their Chair.

7. Is all or part of your salary paid by an affiliate? Yes N/A

If so, have you discussed this proposed leave with the affiliate? Yes N/A

Note: this question applies to formal affiliation agreements with the University, for example, the SFVAHCS, HHMI and Gladstone.

8. Will temporary coverage of your faculty duties and responsibilities be required during the requested leave? Yes N/A

If yes, have you discussed this with your Dept. Chair and/or Division Chief? Yes N/A

Note: For faculty members interested in continuing to engage in part-time clinical work at UCSF during a period of leave, please contact your Dean’s Office – Academic Affairs, to discuss other types of leave options. Partial LWOP under APM 759 will not be approved.

9. What arrangements are being made for continued supervision and mentoring of your assigned graduate students and post-doctoral scholars or fellows during your leave?

10. If you hold an endowed chair please confirm that you have consulted with your Dept./School leadership to ensure that the leave is consistent with the terms and conditions of the gift instrument.

Confirmed N/A

Note: For Ladder Rank faculty, state funded FTE will be held in abeyance during an approved LWOP under APM 759. Please contact your Dept. Chair to discuss.

II. Intellectual Property

1. Does the proposed activity use or propose to use intellectual property (IP) developed at the University of California (using University resources)? Yes No

a. If you answered "Yes" above, have you consulted with the [Office of Technology Management \(OTM\)](#)? Yes If not, please contact the Office of Technology Management now.

b. What is the status of the IP review?

c. Was a patent application submitted? Yes No N/A

d. Is a license agreement under review or in place?

2. Do you plan to create any IP in your role with the company? Yes No

a. Have you consulted with the [Office of Technology Management \(OTM\)](#)? Yes No

If you plan to create IP in your role with the company, please consult with OTM prior to submitting your request.

b. Please identify your contact at OTM:

III. **Conflict of Interest**

1. Have you completed all required disclosures through the Office of [Ethics and Compliance](#) regarding potential conflicts of interest between your proposed role at the company and your activities as a faculty member? Yes No

If not, please consult with Ethics and Compliance prior to submitting your request.

2. Faculty members on entrepreneurship leave are prohibited from negotiating with the University or UCSF Health on any issues related to _____ and/or its subsidiaries, if applicable. In accepting a leave, faculty acknowledge the requirement to recuse themselves from any decisions, business transactions or other matters between _____ and/or its subsidiaries, if applicable, and the University or UCSF Health.

IV. **Conflict of Commitment**

All APM 759 leave requests will require Category I prior approval in OATS.

1. Outside Professional Activity Reporting: In addition to requesting and obtaining Category I prior approval for the leave through OATS, all HSCP Faculty on an approved LWOP under APM - 759 remain members of the Health Sciences Compensation Plan and therefore must continue to comply with all University policies on conflict of commitment and outside professional activities.

VII. Benefits

1. You are responsible for contacting your HR representative and/or the Benefits office to discuss the implications for a leave without pay on your UC benefits and retirement service credit. You may also wish to inquire regarding eligibility for UCRP service credit buy back. <https://hr.ucsf.edu/contact>
2. Mortgage Origination Program (MOP) loans: if you are a MOP loan recipient you remain responsible for making timely payments in accordance with the term and conditions of your MOP loan. Because you will be on an unpaid leave, the University will be unable to continue to deduct these payments from your monthly pay. You must coordinate with Luann Ford, Luann.Ford@ucop.edu, at the Office of Loan Programs to make payments by check while on leave.

VIII. Advancement, Limitation of Service and Return to Service

1. Advancement
 - a. In general, academic actions will be processed as usual unless deferred by the faculty. Faculty will be subject to the same applicable requirements for advancement that would be in place if they were not on leave.
2. Limitation of Service
 - a. For Assistant Professors in a senate series, APM – 133 governs academic actions during a leave of absence without pay. Periods of leave without pay shall be included as service toward the eight-year period, unless the Chancellor provides an exception under the limited reasons provided for in APM – 133. In general, petitions requesting that leaves of absence without pay for innovation and entrepreneurship activities not count toward the eight- year service period will not be granted.
3. Return to UCSF
 - a. When a request for a leave without pay involves service or activities with an entity or organization outside the University, the request may be approved when the purpose for the leave is one that will enhance the academic appointee’s contributions to the University after return from the leave. A leave without pay for entrepreneurship activities will be approved by the University with the understanding that, immediately following the approved leave of absence, the faculty will return to active University service. Failure to return to active University service immediately upon the end of your approved leave may affect your retention of a faculty appointment at UCSF.
 - b. Upon your return to active university service in the Department of _____ your academic responsibilities will be determined and your salary will be negotiated with your department chair according to standard University procedures and, if applicable, the [UCSF 2020 In Residence Task Force Report](#).

By signing below, I certify that I will comply with all applicable University policies during my leave, including but not limited to University policies referenced in the above request form. In signing below, I also acknowledge my understanding that supervision of trainees, other employees or other associated responsibilities must be transferred to another faculty member for the duration of my leave. In addition, any trainees or others, including student employees, currently under my supervision are not permitted to participate in this outside endeavor for which I am requesting leave.

Faculty Signature

Date:

Department Chair Signature

Date:

Dean Signature

Date:

I am approving this request for leave without pay under APM 759 subject to approval of the associated Category I request, and completion of the LOA request.

EVCP Signature

Date: