

Basics

- **Leave credits:** Eligible faculty earn 1 credit per quarter (can accrue up to 40 credits) and use 3 credits per month when taking academic leave.
- **Sabbatical Leave:** Only Ladder Rank faculty are eligible.
- **Professional Development Leave:** Clinical X, In Residence, HS Clinical (≥51% effort), and Adjunct (≥51% effort) faculty are eligible.
- **Leave in Residence:** Academic leaves can be taken on an “In Residence” basis, which costs less credits (2 per month) but requires the continuation of UC teaching activities (or service activities in lieu of teaching) during the leave.
- **Full pay/Partial pay:** Historically, most leaves have been “full pay”; for policy related to “partial pay” leaves, refer to [APM 740-18](#) and [APM 740-19](#).
- **Plan the leave BEFORE** submitting the Leave Request: the candidate should discuss the leave with their supervisor and Chair to validate that their plans match career goals and to ensure that the absence can be covered.
- **Approvals:** The request requires approval by the Chair, any joint Chair(s), V/A Dean(s) for Academic Affairs, and Vice Provost for Academic Affairs (VPAA).
- **Returning from leave:** Candidate submits the Final Report within 90 days, which the Chair(s), V/A Dean(s), and VPAA must also review/approve.
- **Payback:** After leave, candidate must return to regular appointment for a period at least equal to the period of the leave or pay back salary.
- **Academic Generalist role:** Verifies candidate submission and facilitates Chair review at the Shared Services level in Advance.
- **Academic Affairs Specialist role:** Verifies generalist submission and facilitates V/A Dean / VPAA review at the Specialty Center level in Advance.

View Leave Requests

- From the Overview page:
 - Click on **Academic Requests** link to view active leave requests.
 - Open a leave request by clicking on the **hyperlink in the Type column**.

Name	Department	Type	Balance	Submit Date	Start Date	End Date	Status
Adams, John Q.	Anthropology, History & Soci...	Sabbatical - Full Pay	23.0	06/01/2018	07/01/2018	12/31/2018	Pending Specia

- From the Candidate Mgmt page:
 - **Search for candidate** to access their Advance account.
 - Click on the **Leave tab** to view all leave requests submitted by candidate.
 - Toggle between multiple leave requests by clicking on the **hyperlink in the Type column**.

Type	Start	End	Credits Used	Status
Sabbatical - Full Pay	10/01/2018	12/31/2018	9	Approved, Pending Final Report
Sabbatical - Full Pay	01/02/2018	06/29/2018	18	Closed

Managing Leave Credit Balance

- Each candidate’s Profile page contains an individual **Leave Credit Balance module**:
 - To run the candidate’s Leave Credit History report, click on the hyperlinked number in the **Leave Credit balance field**.
 - To **manually adjust** a candidate’s leave credit balance:
 - Input a positive integer (to add credits) or a negative integer (to subtract credits) in the **Leave Credit Adjustment field**;
 - Enter a justification in the **Reason for Adjustment field**; and
 - Click the **Save button**.

Academic Leave

Leave Credit Balance: 11 (Click to view Leave Credit Statement)

Leave Credit Adjustment:

Reason for adjustment:

Save

- Advance **automatically accrues** 1 leave credit per fiscal quarter for all eligible faculty dating back to 7/1/12.
- Academic Generalists may need to manually adjust credits **prior to the submission of the leave request**, adding credits earned prior to 7/1/12 and subtracting credits since due to any periods of ineligibility. (cf. [APM 740-11-h](#))
- AA Specialists will need to manually adjust credits **after the final report is approved**.

Managing Leave Requests: Academic Generalist

- **Once a candidate submits a leave request**, an automated email notification will be sent to the academic personnel contact and academic personnel manager assigned to the candidate's home department in Advance.
 - It may be necessary to forward the notification to another academic generalist, as appropriate.
- The generalist should **review the leave request** for completeness.
 - For more detail, refer to [Academic Leave Guide for Faculty](#).
- The generalist should complete the **'Leave Credits required...'** field.
 - For credit calculation, refer to [APM 740, Chart II](#).

Leave Type: Sabbatical - Full Pay
 Accrued leave credits: 26
 Leave Credits required for this Academic Leave:

- The generalist can **attach documents** to support the request.
 - Include [Academic Leave History Worksheet](#), if needed to adjust the candidate's leave credit balance in Advance.
- **If the leave request is deficient**, the generalist can:
 - Make corrections to editable fields.
 - Contact the candidate to provide documentation offline, which the generalist can then attach to the leave request.
 - Return the leave request to the candidate for correction via the **'Enable Candidate to edit...'** checkbox.
- **If the leave request is ready**, the generalist should certify the leave request via the **'I certify this...'** checkbox.

Withdraw Leave Request
 Enable Candidate to edit this Leave Request
 I certify this Leave Request is ready for Review

- The generalist may proceed to **add the Chair and joint Chair(s)**, if applicable, to review the leave request via the following steps:
 - Click on **Approver List** link;
 - Click on **Select Approver button**;
 - **Select Chair and any joint Chairs** (at the same time) and click Add button;
 - Click on **Send button(s)** next to each Chair/joint Chair on Approver List.

Approver List			
Manage Request			
			Select Approver
Title	Department		
Department Chair	Family Health Care Nursing	Delete	Send

- **If the Chair(s) sends back** the leave request for more information:
 - The generalist receives an automated email notification with Chair remarks.
 - The generalist may use the options listed above to address deficiencies.
 - When ready, the generalist can return the request to the Chair(s) by recertifying the request and clicking the Send button(s).
- **If the Chair(s) approves** the leave request:
 - The generalist will receive an automated email notification.
 - If necessary, the generalist may decertify the Chair(s)' approval.
- Once approved, the generalist **routes the leave request** to the Specialty Center level:
 - Click on the **Manage Request link**;
 - Click on the **Save button** on Manage Request page.

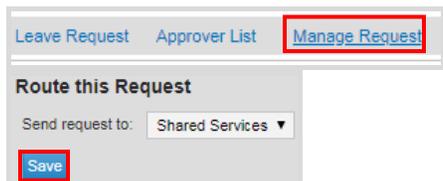
Approver List **Manage Request**

Route this Request

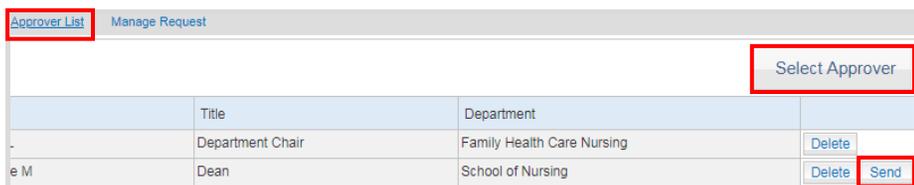
Send request to: Specialty Center

Managing Leave Requests: Academic Affairs Specialist

- **Once a leave request has been routed to the Specialty Center level in Advance**, an automated email notification will be sent to all of the academic affairs specialists.
 - The specialist assigned to the candidate's home department should process the request.
- The specialist should **review the leave request** for completeness.
 - For more detail, refer to [Academic Leave Guide for Faculty](#).
- **If the leave request is deficient**, the specialist can:
 - Make corrections to editable fields.
 - Contact the generalist to provide documentation offline, which the specialist can then attach to the leave request.
 - Route the leave request to Shared Services level in Advance for correction:
 - Click on the **Manage Request link**;
 - Click on the **Save button** on Manage Request page.



- If the leave request is ready, the specialist may proceed to **add the V/A Dean(s)** to review the leave request via the following steps:
 - Click on **Approver List** link;
 - Click on **Select Approver** button;
 - **Select V/A Dean(s)** (at the same time) and click the Add button;
 - Click on **Send button(s)** next to each V/A Dean on Approver List.



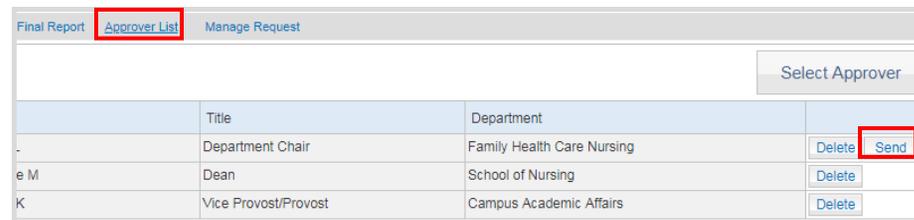
- **If the V/A Dean(s) sends back** the leave request for more information:
 - The specialist receives an automated email notification with Dean remarks.
 - The specialist may use the options listed above to address deficiencies.
 - When ready, the specialist can return the request to the V/A Dean(s) by recertifying the request and clicking the Send button(s).
- **If the V/A Dean(s) approves** the leave request:
 - The specialist will receive an automated email notification.
 - If necessary, specialist may decertify the V/A Dean(s)' approval.
- Once approved by the V/A Dean(s), the specialist follows the **same approval process with the VPAA**.
- Once approved by the VPAA, the specialist will **send the approval notification**:
 - Click on the **Manage Request** link;
 - Click on the **Approval Notification** button on Manage Request page.

Managing Final Reports: Academic Generalist

- **Once a candidate submits a final report**, an automated email notification will be sent to the academic generalist who processed the corresponding leave request.
- The generalist should **review the final report** for completeness.
 - For more detail, refer to [Academic Leave Guide for Faculty](#).
- **If the final report is deficient**, the generalist can:
 - Contact the candidate to provide documentation offline, which the generalist can then attach to the leave request; and/or
 - Alert the Chair(s) offline with regards to the issue.

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- The generalist may proceed to **add the Chair(s)** to review the final report via the following steps:
 - Click on **Approver List** link;
 - Click on **Send button(s)** next to each Chair/joint Chair on Approver List.



- **If the Chair(s) sends back** the final report for more information:
 - The generalist receives an automated email notification.
 - The generalist must coordinate with candidate to resubmit Final Report.
- **If the Chair(s) approves** the leave request:
 - The generalist will receive an automated email notification.
- Once approved, the generalist **routes the final report** to the Specialty Center level:
 - Click on the **Manage Request** link;
 - Click on the **Save** button on Manage Request page.

Managing Final Reports: Academic Affairs Specialist

- **Once a final report has been routed to the Specialty Center level in Advance**, an automated email notification will be sent to all of the academic affairs specialists. The specialist assigned to the candidate's home department should process the request.
- The specialist should **review the final report** for completeness.
 - For more detail, refer to [Academic Leave Guide for Faculty](#).
- **If the final report is deficient**, the specialist can:
 - Contact the generalist to provide documentation offline, which the specialist can then attach to the leave request, and/or alert the V/A Dean(s) offline with regards to the issue.
 - Route the leave request to Shared Services level in Advance for correction:
 - Click on the **Manage Request** link;
 - Click on the **Save** button on Manage Request page.

- The specialist may proceed to **add the V/A Deans(s)** to review the final report via the following steps:

- Click on **Approver List** link;
- Click on **Send button(s)** next to each V/A Dean on Approver List.

	Title	Department	
L	Department Chair	Family Health Care Nursing	Delete
ie M	Dean	School of Nursing	Delete Send
K	Vice Provost/Provost	Campus Academic Affairs	Delete

- **If the V/A Dean sends back** the final report for more information:
 - The specialist receives an automated email notification.
 - The specialist must coordinate with generalist/candidate to resubmit Final Report.
- **If the V/A Dean approves** the leave request:
 - The specialist will receive an automated email notification.
- Once approved by the V/A Dean(s), the specialist follows the **same approval process with the VPAA**.
- Once approved by the VPAA, the specialist will **close the leave request** and **deduct the used leave credits** from the candidate's Leave Credit balance.