

Basics

- **Leave credits:** 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 ($\geq 51\%$ effort), and Adjunct ($\geq 51\%$ 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”; if you intend to take partial paid leave, discuss with your Shared Services contact.
- **Plan your leave BEFORE** submitting the Leave Request: discuss your leave opportunity with your supervisor and Chair to validate that your plans fit in with your career goals and to ensure that your absence can be covered.
- **Approvals:** Your request requires approval by your Chair, any joint Chair(s), V/A Dean(s) for Academic Affairs, and Vice Provost for Academic Affairs.
- **When you return:** Complete the Final Report, which the Chair(s), V/A Dean(s), and VPAA must also review/approve.
- **Payback:** After leave, you must return to regular appointment for a period at least equal to the period of the leave or pay back salary earned during leave.

Getting Started

- **Log in** to Advance, via MyAccess.
- Select the **Academic Leave** link, located under the Overview tab:

Create academic leave request

- Click the **Create Leave Request** link, located in the upper right of the page.
- Select a **Leave Type** from the drop-down menu
- Enter **Start** and **End dates**.

- Indicate **if you are a PI** on any grants:
 - If “yes”, indicate if you have received approval to be covered by substitute PI(s) during the leave:
 - If “yes”, describe coverage arrangements for grant(s), or include a copy of coverage approval(s) from awarding agency or agencies.

Leave Program Statement

Describe your **planned leave activities**:

- History of the project/activity
- Significance of the project/activity
- Collaborators and locations/institutions where you will be on leave
- List any assurances of participation from the named collaborators/institutions
- All financial support
- If taking _____ Leave in Residence, describe your UC teaching responsibilities during the leave.
- If taking _____ Leave in Residence and not teaching, describe your UC service responsibilities in lieu of teaching during the leave

Attachments

- Before you can attach any documents, you must click the **Save As Draft button** in the lower left of the Leave Request page.
- Attach any documents that support your leave request, such as:
 - Approval from an immediate supervisor (e.g., PI, Division Chief, etc.), who will not be approving the leave in Advance.
 - Approval from funding agencies for substitute PI while on leave.
 - Assurance from collaborators or institutions that they will accommodate your research endeavors during the leave.

Submit the leave request

- If you enter information into the Leave Request form, be sure to click the **Save as Draft button** BEFORE navigating away from the page.
- Once your request is complete, click the **Submit Leave Request button**:
 - This will send the leave request your leave contact in HR Shared Services, who may come to you with questions about your request (e.g., leave type, credits, dates, etc.).
 - Your contact will route the request to your Chair/joint Chair(s) for review. Subsequent review by the V/A Dean(s) and the VPAA will also be required.

The Final Report

After your leave has been approved, you will see a Final Report link in the upper margin of the Leave Request.

Within 90 days of returning from your academic leave, you must submit a Final Report via the following steps:

- Click the **Final Report link** to create the Final Report.
- Verify through **Leave Criteria Verification** whether the parameters of your leave may have changed after your leave request was approved (e.g., change in leave dates, leave type, etc.):
 - If there were no changes, select the first radio button (“The leave on which...”).
 - If there were changes, select the second radio button (“There is a discrepancy...”) and note the changes in the accompanying textbox:

The screenshot shows a web form titled 'Leave Request' with a sub-tab 'Final Report'. The 'Leave criteria verification' section contains two radio button options. The first option is 'The leave on which I am reporting corresponds with the criteria noted above'. The second option, 'There is a discrepancy in the criteria noted above; I have noted changes below.', is selected and highlighted with a red arrow. Below the radio buttons is a large text input field for notes, and a 'Save' button is at the bottom.

- Address the following **six areas** in the Final Report:
 - Activities during the leave
 - Progress made
 - Significant changes
 - Anticipated vs. achieved results
 - Intellectual property issues
 - Related future activity
- If you enter information into the Final Report form, be sure to click the **Save as Draft button** BEFORE navigating away from the page.
- When you are satisfied with the text in your Final Report, click the **Submit Final Report button**:
 - This will send the report to your leave contact in HR Shared Services, who may come to you with questions about your report.

- Your contact will route the request to your Chair/joint Chair(s) for review. Subsequent review by the V/A Dean(s) and the VPAA will also be required.

Academic leave history

- Until you request an academic leave within Advance, your Academic Leave History will be empty.
- After you have saved as draft or submitted a leave request for review, a hyperlinked record of the leave request will appear in this section:

Academic leave history				
Type	Start	End	Credits Used	Status
Sabbatical, In Residence (on site) - Full Pay	07/01/2012	09/30/2012		

- The details of the leave request may be accessed through the hyperlinked record once that leave request has been closed and/or a new leave request has been created.

Things to consider

- Talk to your immediate supervisor and your Chair when you begin to formulate plans for your academic leave; be sure to have the appropriate discussions with them about your Leave goals and the timing of your Leave
 - System-wide policy states that academic Leaves are granted “to enable recipients to be engaged in intensive programs of research and/or study, thus to become more effective teachers and scholars and to enhance their services to the University.” (cf. [APM 740](#))
- Before filling out the form, be sure to talk to your contact in HR Shared Services:
 - Don’t know who this is? Start by contacting the person who appears at the bottom of your Advance pages.
- Immediately following leave, you must return to your regular appointment for a period at least equal to the period of the leave. Failure to do so will result in an obligation to repay salary received during the leave.
- You are required to complete the Final Report within 90 days of the end of your leave.