

## 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 for Sabbatical Leave.
- **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”; if candidate intends to take partial paid leave, discuss with HR Shared Services contact.
- **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.

## Getting Started

1. **Log in** to Advance, via MyAccess.
2. **Find the Leave Request:** From the For Review tab, select Academic Requests sub-tab, then click on the name of the candidate whose request you will review.
  - a. Only requests pending your review and/or the review of a joint chair/dean (if applicable) will appear on this page:

<a href="#">Overview</a> <a href="#">My CV</a> <a href="#">My Packet</a> <a href="#">Proxy</a> <a href="#">For Review</a>						
Packet: <a href="#">Academic Requests</a>						
Showing 1 to 1 of 1 entries <span style="float: right;">Show: <input type="text"/></span>						
Candidate	Department	Type	Start Date	End Date	Approval Status	
<a href="#">Adams, John G</a>	Laboratory Medicine	Sabbatical - Full Pay	01/01/19	03/31/19	Pending Chair Review	

## Reviewing the leave request

- **Review the Leave Request form**
  - If you are a Chair or ORU Director, and you have NOT discussed the request with the faculty member, be sure to have this discussion before approving to ensure that you understand the context of the request.
    - Academic Personnel Manual (APM-740) states that Academic Leave is 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.”
  - Is the Leave Type correct?
  - Do the requested leave Start and End dates match what has been discussed?
  - Do you have sufficient academic staff to cover the absence?
  - Does the candidate have sufficient credits to cover the proposed leave?
  - Has the candidate completed the necessary text fields and explained the leave sufficiently?
- **Review the attached documents (if any):** do they support the candidate’s request for academic leave?
- **Review the approvals (if any):** has the Chair approved the leave request?
- **Certify:** Select a certification, enter notes, and **click the Certify button**

I approve the proposed leave. (For Department Chairs only: this approval certifies that my unit will compensate for this absence without adversely affecting the unit's budget, teaching, or research services.)

Please have candidate address the concerns noted below.

Remarks

Certify

## The Final Report

- After the candidate returns from the academic leave, she/he submits a final report. The Chair, Dean, and Vice Provost review/approve that report by navigating to the Leave Request form and clicking the Final Report link.
- If you are a Chair, you may be asked to review the same request more than once – if the Dean or VPAA sends it back for modification before approval