Berkeley Academic Personnel Office

LEAVE OF ABSENCE (UCB-AP-L2)

For use by academic appointees only to request period of leave for professional purposes. For personal leaves, use form UCB-AP-L1.

EMPLOYEE NAME:			EMPLOYEE ID:	DATE PREPARED:
TITLE/RANK:	STEP:	BASIS/PAID OVER:	DEPARTMENT/UNIT:	

Complete this form for leaves greater than 7 days in accordance with departmental procedures.

Type of Leave	Dates of Leave	Explain of Other	% on Leave	U.C. Compensation During Leave
	-	N/A	0%	
	-	N/A	0%	
	-	N/A	0%	
	-	N/A	0%	

Semester Affected	Sabbatical Credits Used/Forfeited	Balance Deferred
☐ Fall ☐ Spring		
☐ Fall ☐ Spring		

**Sabbatical in Residence is defined as teaching one class which meets regularly at least three hours each week during the sabbatical period; or performing an equivalent amount of instructional service in a course or in a clinical setting. (Directed study, such as 298's or 299's, or other similar courses are NOT considered to be equivalent to such a regularly scheduled course, unless they have been reorganized as such under the department's regular teaching workload policy.)*

A sabbatical plan must be attached to all leave requests that include a period of sabbatical.

Is this an extension of a previous leave? ☐ Yes ☐ No | Dates of previous leave: _____

Is a corresponding request for prior approval of Category 1 activities in UCOATS? ☐ Yes ☐ Not applicable

Disposition of work while on leave:

Additional notes:

Is applicant a Principal Investigator? ☐ Yes ☐ No | *IF APPLICABLE* Substitute: _____ Agency approval? ☐ Yes ☐ No

CERTIFICATION

For Sabbaticals: I hereby certify that I have read the standing order of the Regents and the regulations of the President governing the award of sabbatical leaves, and that I shall accept the requested leave, if granted, under those conditions. I shall continue my service at the University following said leave for a period at least equal to the period of leave.

For Unpaid Leaves, including partial: I hereby acknowledge that periods of unpaid leave will affect UCRP service credit accrual.

EMPLOYEE SIGNATURE Date

APPROVALS *(No UCPath update without required approval)*

Principal Investigator/Supervisor, if applicable Date

Dean or Vice Chancellor Date

Home Department Chair or Faculty Director Date

Additional Dean or Vice Chancellor Date

Additional Department Chair or Faculty Director Date

Vice Provost (*For leaves not delegated to the Dean/VC.*) Date

INFORMATION ON LEAVES FOR PROFESSIONAL ACTIVITIES

FOR SABBATICAL:

- Applicable policies are APM 740 and the Regents Policy 2305.
- All requests for a sabbatical leave MUST include a written sabbatical plan as required in APM 740-94.
- For semesters of sabbatical-in-residence, the sabbatical plan must include details of the course assigned or the substantial service proposed in lieu of teaching. If residency and teaching are requested to take place at another UC campus, an MLA must be prepared following the current campus practice.
- Within 90 days of a return from sabbatical, the faculty member is required to submit a concise report of the results of the sabbatical leave. This report must be uploaded to APBears when the sabbatical leave is included in a future review.
- The minimum sabbatical leave is 44%. Please see the UCB Sabbatical Leave Credit tables for the exchange of sabbatical credits for increasing percentages of paid leave.
- Sabbatical leave may be supplemented with paid research leave.

FOR UNPAID LEAVES (including industrial and professional development leaves):

- Applicable policy is APM 759.
- For titles governed by APM 025, prior approval may be necessary to engage in specific outside activities. UCOATS is the system of record for such requests and leaves may not be approved until the outside activities are approved.
- Salary savings will only be made available to the school or college for the first year of unpaid leave, regardless of the percentage of leave.
- Supervisors who take a fulltime unpaid leave may need to designate an alternate approver for CalTime. Please consult with HR as appropriate.
- Leaves for academic year appointees should be entered in UCPath with both service dates (actual period of leave) and the corresponding pay period.
- Information regarding benefits while on unpaid leave may be found on UCNet.

FOR GOVERNMENTAL LEAVES:

- Applicable policy is APM 750.
- Employees whose governmental work will fall under the terms of an Intergovernmental Personnel Act agreement should submit the IPA documentation along with the leave form. Please note that all IPAs are coordinated through the Sponsored Projects Office and may require prior approval of outside activities in UCOATS.
- Supervisors who take a fulltime unpaid leave from their primary appointment may need to adjust the UCPath records of their supervised employees. Please consult with HR as appropriate.

RETENTION: Five (5) years following separation except retain in cases involving disability, retirement or termination by disciplinary action until age 70.