



LEAVE OF ABSENCE (UCB-AP-L1)

For use by academic appointees only to request period of leave for personal reasons. For professional leaves, use form UCB-AP-L2

EMPLOYEE NAME:		EMPLOYEE ID:		DATE PREPARED:
TITLE (Include rank and job code if known)	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	Academic Service Semester(s) Affected (if applicable)		% on Leave	U.C. Compensation During Leave
	-	Fall	Spring		
	-	Fall	Spring		
	-	Fall	Spring		
	-	Fall	Spring		

Leave Accrual Usage, if applicable	Dates of Use	Total Hours Used
	-	
	-	

Is this a revised request? Yes No

Is this an extension of a previous leave?	Yes	No	Dates of previous leave: _____
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Specific purpose of leave: *(i.e. personal illness, taking care of family member, childbearing, bereavement, etc.)*

Disposition of work while on leave:

Is applicant a Principal Investigator?	Yes	No	<i>if applicable</i> Substitute: _____	Agency approval?	Yes	No
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Additional Comments:	_____ EMPLOYEE SIGNATURE	_____ Date
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APPROVALS (No UCPath update without required approval)

If FMLA, CFRA, or CA-PDL apply, the relevant FML documents must be attached.

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 PERSONAL LEAVES

MEDICAL LEAVES (including Pregnancy and Child-bearing):

- Relevant policies for non-represented appointees are APM 710, 715, and 760.
- Current contract language for represented employees can be found on UCNet.
- All requests must include the relevant certification from a health care provider and FMLA/CFRA eligibility determination.
- Intermittent leaves and leaves on a part-time basis must include a workload plan.
- Leaves for academic year appointees should be entered in UCPath with both service dates (actual period of leave) and the corresponding pay period.
- Individuals utilizing accrued sick leave must document their usage in CalTime.
- Individuals should provide clearance to return to work from their health care provider; supervisors should engage in the interactive process to accommodate any ongoing restrictions.

FAMILY LEAVES:

- Relevant policies for non-represented appointees are APM 715 and 760.
- Current contract language for represented employees can be found on UCNet.
- All requests for care of a seriously ill family member or military caregiver leave must include the relevant certification from a health care provider, declaration of relationship form, and FMLA/CFRA eligibility determination.
- The use of the UC Pay for Family Care & Bonding program is limited to FMLA/CFRA-eligible employees for qualifying events. Review APM 715-20(a) for further details.
- Intermittent leaves and leaves on a part-time basis must include a workload plan.
- Leaves for academic year appointees should be entered in UCPath with both service dates (actual period of leave) and the corresponding pay period.
- Individuals utilizing accrued sick or vacation leave must document their usage in CalTime.

OTHER LEAVES:

- Relevant policies for non-represented appointees are APM 730, 758, and 759.
- Current contract language for represented employees can be found on UCNet.
- Confirmation of jury service may be requested by the department or research unit.
- Intermittent leaves and leaves on a part-time basis must include a workload plan.
- Leaves for academic year appointees should be entered in UCPath with both service dates (actual period of leave) and the corresponding pay period.
- Individuals utilizing accrued sick or vacation leave must document their usage in CalTime.
- Supervisors who take an unpaid leave may need to designate an alternate approver for CalTime. Please consult with HR as appropriate.
- Information regarding benefits while on unpaid leave may be found on UCNet.

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