



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 funded from non-state sources.

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.