UC RIVERSIDE
Academic Personnel Office

LEAVE OF ABSENCE REQUEST
Academic Student Employees
Graduate Student Researchers

EMPLOYEE

Employee Information

Name:

SID:

Phone:

Email:

Dept:

Title:
- ☐ Teaching Assistant (2310)
- ☐ Associate Instructor (1501,1506)
- ☐ Teaching Fellow (2300)
- ☐ Reader (2850)
- ☐ Special Reader (2852)
- ☐ Tutor (2510, 2860, 2861)
- ☐ Remedial Tutor (2288)
- ☐ GSR (3276)
- ☐ GSR Fellow (3141)
- ☐ GSR Trainee (3151)

Appointment:
- ☐ Fall, 2023; Appt. %
- ☐ Winter, 2024; Appt. %
- ☐ Spring, 2024; Appt. %
- ☐ Summer, 2024; Appt. %

Reason for Leave of Absence:

Long-term Leave

☐ **Personal Illness Long-term Leave** *Medical Leave Certification & Return to Work Certification*

☐ **Family Illness Long-term Leave** *Medical Leave Certification, Declaration of Relationship & Return to Work Certification*

☐ **Care for Newborn/Placed Child**

Date of Birth/Placement: Click or tap to enter a date.

Declaration of Relationship & Return to Work Certification (if applicable)

☐ **Pregnancy Disability** *Pregnancy Disability Form & Return to Work Certification*

Short-term Leave

☐ **Personal Illness Short-term Leave**

☐ **Care for Newborn/Placed Child**

☐ **Family Emergency Short-term Leave**

☐ **Immigration hearings/appointment**

Other leave (specify):

Additional forms required

Leave of Absence Information
Employee must reflect this leave in Time and Attendance Reporting System (TARS)

Requested Start Date of LOA: Click or tap to enter a date.

Anticipated Return Date: Click or tap to enter a date.

Is this your first application for this specific Leave of Absence? ☐Yes ☐No

If not, please provide the date of last LOA request to be amended: Click or tap to enter a date.

DEPARTMENT

Approval/Denial of Leave Request
Must be entered in UCPath using UCPath Job Aid

☐Your requested leave is approved and begins on Click or tap to enter a date. and ends on Click or tap to enter a date.

☐Your requested leave is not approved for the following reason(s):

Pay Status During Leave

☐Leave with Pay ☐Leave without Pay begins on Click or tap to enter a date. and ends on Click or tap to enter a date.

☐Leave without Pay begins on Click or tap to enter a date. and ends on Click or tap to enter a date.

Employee's signature: _____ Date: Click or tap to enter a date.

Department staff personnel's signature: _____ Date: Click or tap to enter a date.

Department head's signature: _____ Date: Click or tap to enter a date.

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Page left intentionally blank. To be used if additional Leave of Absence Request information is necessary.

For Certification and Declaration forms, departments can use the same forms they provide to other represented or non-represented employees.