



# ACADEMIC SABBATICAL & LEAVE OF ABSENCE REQUEST FORM (UPAY 573)

1. NAME (Last, First, Middle Initial)	2. EMPLOYEE ID NO.	3. DATE PREPARED
4. TITLE	5. DEPARTMENT(S)	
6. ADDRESS WHILE ON LEAVE		

<b>7. SABBATICAL—COMPLETE A,C,D</b> <input type="checkbox"/> REGULAR <input type="radio"/> Full Pay <input type="radio"/> Partial Pay <input type="checkbox"/> IN-RESIDENCE <input type="radio"/> Full Pay <input type="radio"/> Partial Pay <input type="checkbox"/> ADMINISTRATIVE <input type="radio"/> Full Pay <input type="radio"/> Partial Pay Available Credit(s) _____ Credit Balance _____ Credits(s) Used _____	<b>8. LEAVE REASON—COMPLETE SECTIONS A &amp; B</b> Childbearing <input type="checkbox"/> Parental <input type="checkbox"/> Extended Illness <input type="checkbox"/> Personal <input type="checkbox"/> Other <input type="checkbox"/> Gov/Pub Service <input type="checkbox"/> Prof Dev <input type="checkbox"/> Special Research <input type="checkbox"/> Military <input type="checkbox"/> Workers' Comp <input type="checkbox"/>	FMLA Eligible* <input type="radio"/> Yes <input checked="" type="radio"/> No CFRA Eligible* <input type="radio"/> Yes <input type="radio"/> No PDL Eligible* <input type="radio"/> Yes <input type="radio"/> No I wish to use paid leave as indicated below: <input type="checkbox"/> APM 710      Days Used _____ <input type="checkbox"/> Accrued Sick      Days Used _____ <input type="checkbox"/> Accrued Vacation      Days Used _____
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9.	BEGIN DATE	RETURN DATE	ACADEMIC YEAR SERVICE	Summer	Fall	Winter	Spring
PAY PERIOD OF LEAVE	_____	_____	QUARTERS AFFECTED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACTUAL LEAVE DATES	_____	_____	<small>FOR UCPATH PURPOSE, ENTER INFORMATION AS FOLLOWS. For AY appointees: Expected Return Date = Actual or Service Period Date; Actual Return Date = Pay Period End Date + 1 Day For FY appointees: Use actual date for Expected Return Date and Actual Return Date. Both dates must match</small>				
EXPECTED RETURN DATE	_____	_____	AY _____ <small>(i.e. 18-19, 19-20)</small>				
ACTUAL RETURN DATE	_____	_____					

<b>A</b>	10. THE REASON FOR OR SPECIFIC PURPOSE FOR PROPOSED LEAVE ( <b>SABBATICAL: INCLUDE LOCATION WHILE ON PROPOSED LEAVE</b> ) (attach additional sheets if necessary)
<b>B</b>	11. OTHER SOURCES OF INCOME AND AMOUNT WHILE ON LEAVE ( <b>SABBATICAL: INDICATE NATURE AND AMOUNT OF ALL INCOME</b> )
12. ARE YOU A PRINCIPAL INVESTIGATOR? <input type="radio"/> Yes <input type="radio"/> No	13. HAS SPONSORING AGENCY APPROVED SUBSTITUTE? <input type="radio"/> Yes <input type="radio"/> No
Name of Substitute: _____	

<b>B</b>	14. DISPOSITION OF WORK WHILE ON LEAVE (attached additional sheets if necessary):
<b>C</b>	15. U.C. COMPENSATION WHILE ON LEAVE: <input type="radio"/> No Salary <input type="radio"/> Full Salary <input type="radio"/> Other    % _____
16. IS THIS AN EXTENSION OF A PREVIOUS LEAVE? <input type="radio"/> Yes <input type="radio"/> No	

<b>C</b>	17. I hereby certify that I have read the Standing Order of the Regents 103.4 and the Regulations of the President governing the award of sabbatical leaves, and that I shall accept the requested leave, if granted, under the conditions set forth in these regulations and shall continue my service at the University following said leave for a period of at least equal to the period of the leave.	<b>(FOR SABBATICAL LEAVE ONLY)</b>
	EMPLOYEE SIGNATURE _____	DATE _____

<b>D</b>	18. IF IN-RESIDENCE, WHAT COURSES PER QUARTER TO BE TAUGHT BY APPLICANT: ( <b>FOR SABBATICAL LEAVE ONLY</b> )	
QUARTER: _____	QUARTER: _____	QUARTER: _____
COURSES: _____	COURSES: _____	COURSES: _____
NAMES: _____	NAMES: _____	NAMES: _____
DOES APPLICANT HAVE FULL RESPONSIBILITY FOR COURSES? <input type="radio"/> Yes <input type="radio"/> No		
If necessary to employ substitute, what addition to department budget is required? _____		
Exception request to substitute significant University service for teaching requirement (APM 740 - 8b) <input type="radio"/> Yes (Attach approval) <input type="radio"/> No		

<b>SIGNATURE</b>	PREPARED BY _____ DATE _____	EMPLOYEE SIGNATURE _____ DATE _____
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<b>APPROVAL</b>	DEPARTMENT CHAIR (OR DESIGNEE) DATE _____	VICE PROVOST FOR ACADEMIC PERSONNEL DATE _____
	DEAN (OR DESIGNEE) DATE _____	PROVOST & EXECUTIVE VICE CHANCELLOR DATE _____

**Standing Order 103**  
**Special Provisions Concerning Officers, Faculty Members, and Employees of the University**

<sup>2</sup>103.4 Sabbatical Leaves

Professors, Associate Professors, Assistant Professors, persons of equivalent rank, and Cooperative Extension Specialists, Advisors, and Agronomists shall be entitled, upon approval of the President, to the privilege of a sabbatical leave of absence from regular scheduled duties, following a prescribed period of service in the University as academic appointees with the rank of Instructor or higher, or equivalent rank, or with such other titles as the Board may approve.

Sabbatical leaves are 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.

A regular sabbatical leave of absence at less than full salary may receive an additional salary: (1) by appointment to the Miller Institute for Basic Research in Science, the Institute for Creative Arts, or the Humanities Institute, or such organized research programs as the Board may approve for this purpose; or (2) for limited service on a research or teaching project in a foreign university or for work on a research project, provided such research or teaching project is administered by the University with funds from government or private grant or contract, and provided further that the terms of such grant or contract specifically authorize such usage of such funds and when the work to be

performed by the recipient will promote the purpose of the leave. A sabbatical leave of absence in residence at the University may be granted, provided that, in addition to a program of research, writing, or equivalent activity at one of the University campuses, such person will teach at a University campus one class, meeting regularly at least three hours each week, or will perform an equivalent amount of instructional service in a course or courses regarded as essential to the program of that campus. An appointee on sabbatical leave of absence in residence shall be freed from all other teaching obligations and from all committee and administrative work

A sabbatical leave of absence may be taken at varying percentages of regular salary in accordance with regulations established by the President.

A sabbatical leave of absence shall be granted and accepted only with the understanding that the recipient, following leave of absence, will continue service at the University for a period at least equal to the period of the leave, unless specifically approved by the President.

<sup>1</sup> As amended 1-21-83.

**Privacy Notification**  
**State**

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information:

The principal purpose for requesting the information on this form is to process paychecks. University policy authorizes maintenance of this information.

Furnishing all information requested on this form is mandatory – failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by various University departments for payroll and personnel administration, and will be transmitted to the Federal and State governments as required by law.

Individuals have the right to review their own records in accordance with University personnel policy and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President Staff and Academic Personnel Offices.

The officials responsible for maintaining the information contained on the form: Office of the President and Campus Academic and Staff Personnel Managers or Campus Accounting Offices.