

Leaves of Absence General Guidelines

Reference: [APM 700](#)
Delegation of Authority: Sabbatical leave and sabbatical leave reports – Dean
Non-Senate leaves – Dean
All other Senate leaves – Vice Provost for Academic Personnel

Guidelines:

- 1) Prior approval from the Academic Personnel Office for leaves of absence is important. Academic appointees that are injured or incurring some form of disability while on approved leave are covered by Workers' Compensation or university disability insurance. *Academic appointees on leave without an approved leave of absence form on file are at considerable risk of non-coverage.*
- 2) Academic appointees who are absent from campus for more than seven calendar days must complete and submit a Request for Leave of Absence form ([UPAY 573](#)).
- 3) Leaves must be received in the Dean's Office and forwarded to the Academic Personnel Office at least two weeks before the start of the leave. Leave forms ([UPAY 573](#)) must be signed by the preparer, academic appointee, Department Chair and Dean.
- 4) Leaves of seven consecutive calendar days or less do not require a leave form. However, any time there is a leave, the Department Chair must be informed.
- 5) Leaves to attend conferences and other scholarly activities must include the actual dates. Please provide the actual dates for each separate activity if more than one activity/location is listed. An itinerary is required for leaves of thirty calendar days.
- 6) Academic year (9-month) faculty members are not required to submit a leave form ([UPAY 573](#)) during the period between the end of the Spring quarter and the start of the Fall quarter.
- 7) For Fiscal year (11-month) academic appointees, vacation leave is not reported on the leave form ([UPAY 573](#)) unless vacation is taken in conjunction with another leave which results in an absence from the campus of more than seven calendar days. Fiscal year appointees earn two days per month vacation leave for full-time service ([APM 730-18](#)). Academic year appointees do not accrue vacation leave ([APM 730-0](#)). Fiscal year and academic year appointees are required to be here during quarter breaks. Official holidays for both academic-year and fiscal-year appointees are those administrative holidays annually in the University Calendar ([APM 720-4](#)).
- 8) No leave of absence with pay shall be granted to a fiscal-year appointee for more than 30 days for the purpose of attending international conferences and related scholarly activities. Time required beyond 30 days for this purpose by fiscal-year appointees will be charged against accrued vacation. Should it be necessary for a fiscal-year appointee to be away from campus for a time beyond that allowed by the 30-day leave with pay plus accrued vacation time, such further leave, if approved by the Chancellor, shall be granted only as a leave without pay. ([APM 758-16](#))
- 9) Requests for medical leave must be accompanied by a doctor's statement. [FMLA](#) procedures must be followed.
- 10) Refer to [APM 710-11](#) for maximum paid leave for academic appointees who do not accrue sick leave.
- 11) Requests for leaves must explain the disposition of any courses that the faculty member is currently teaching, including administration of exams, grading, etc.
- 12) Leaves of absence with pay for more than 12 months, other than sick leave, require approval of the President. ([APM 758-24-b](#))