

**UPDATE: UPAY 573 Form and STC Form for Medical, Disability, Bereavement or Significant Event**

1 message

Margi Burnett <margi.burnett@ucr.edu>
To: Xinping Cui <xinping.cui@ucr.edu>

Wed, Jul 25, 2018 at 8:49 AM

Dear Xinping,

Please see the email below from APO regarding updated forms for academic leave of absences as well as stop the clock requests other than for family accommodations. Both forms are available on CNAS Prime and are to be used on a go forward basis. At your convenience could you please share this information with the faculty.

Please let me know if you have any questions.

Thank you,

Margi Burnett

Academic Personnel Analyst,
CNAS Academic Personnel Service Unit (APSU)
310 College Building North ~ (951) 827-4698 Office



Office Hours:

Mon-Fri: 7:30am – 5:30pm

~Alternate Friday's Off~

From: Sara Jane Umali [mailto:sara.umali@ucr.edu]
Sent: Friday, July 20, 2018 12:32 PM
To: APDstaff@ucr.edu
Cc: VPAP <vpap@ucr.edu>; academicpersonnel@ucr.edu
Subject: UPDATE: UPAY 573 Form and STC Form for Medical, Disability, Bereavement or Significant Event

Hello everyone,

Attached are the following forms.

1. **UPAY 573 Academic Leave of Absence** (revised) – the form has been ***updated*** to (1) include more information on leave dates, (2) revise leave reasons, (3) add FMLA/CFRA/PDL eligibility, and (4) sabbatical credits, sick, vacation usage (mostly changes to help with the data fields in UCSPATH and/or ServiceLink)
2. **Stop the Clock Form for Serious Health Condition or Significant Circumstance or Event** (new) – this is a ***new*** form. Please use this to submit requests for extension of the tenure clock for serious health condition, disability, bereavement, or significant circumstance or event that disrupts a faculty member's ability to pursue his or her duties (APM-17-h(2), APM-17-h(3)). For requests to extend the tenure clock due to childbearing or childrearing (APM-17-h(1)), use the **Family Accommodations Reporting/Certification Form** (link).

Please use these fillable PDF forms effective immediately. They will be available on the [APO](#) website shortly. For more information on academic leaves, including Family Medical Leave (FML) forms, please visit our Leave of Absence information page at: <http://academicpersonnel.ucr.edu/leaves/>. Please share this information with the rest of your AP team members. For questions, please send me a message.

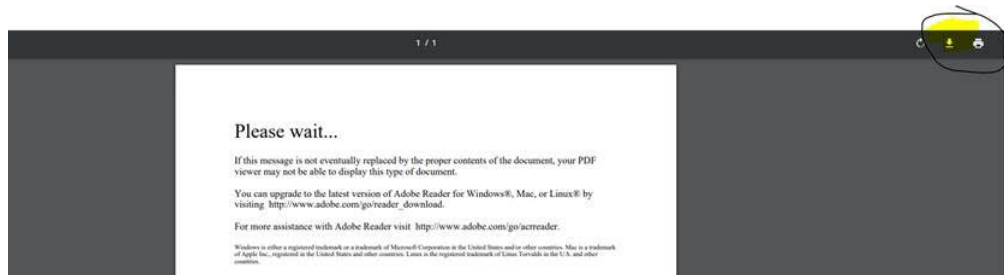
Thank you to everyone who participated during the review process.

Best regards,

Sara

P.S.

An important note on PDF forms. Recently there seems to be a problem with PDF forms (Adobe LiveCycle specifically) and Chrome. If you get the message below while trying to open a PDF file, you will need to download the file to your computer. To download, click on the arrow (see below). You may also want to try using FireFox or Internet Explorer.



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2 attachments

 **UPAY 573 template-FINAL-7.13.18.pdf**
1201K

 **STC Form-HealthCondition-Bereavement-SignificantCircumstance-FINAL-7.13.18.pdf**
199K