

APPROVAL REQUIREMENTS FOR ACADEMIC LEAVES OF ABSENCE

TYPE	DURATION OF LEAVE	REQUIRED FORMS AND DOCUMENTATION	APPROVER
Childbearing Leave ^{1*+^}	Any duration (APM 760)	UPAY 573	Vice Provost - Academic Personnel
Family Care Leave ^{*+^}	Any duration (APM 715)	UPAY 573	Vice Provost - Academic Personnel
Personal Medical/ Sick Leave ^{*+^}	1-7 calendar days (APM 710)	Departmental form	Department Chair
Personal Medical/ Sick Leave ^{*+^}	Over 7 days (APM 710)	UPAY 573	Vice Provost - Academic Personnel
Leave Without Salary [*]	Any duration (APM 759)	UPAY 573 with letter explaining absence	Vice Provost - Academic Personnel
Gov't/Public Service without salary [*] (See APM 750-4 for definition)	Any duration (APM 750)	UPAY 573 with letter explaining absence	Vice Provost - Academic Personnel
Gov't/Public Service with salary [*] (See APM 750-4 for definition)	1 – 30 calendar days (APM 750)	UPAY 573 with letter explaining absence	Vice Provost - Academic Personnel
Military Leave with or without salary [*]	Any duration (APM 751)	UPAY 573 with letter explaining absence	Vice Provost - Academic Personnel
Professional Development/ Special Research with Salary	1 – 7 calendar days (APM 752)	Departmental form	Department Chair
Professional Development/ Special Research with Salary	8 – 30 calendar days (APM 758)	UPAY 573 with leave itinerary	Dean
Professional Development/ Special Research [*]	Over 30 calendar days (exceptional leave) (APM 758)	UPAY 573 with letter documenting leave, support letter from chair & dean, itinerary	Vice Provost - Academic Personnel
Sabbatical Leave [*]	Any duration (APM 740)	UPAY 573 with Sabbatical Application Statement	Vice Provost - Academic Personnel

All requests for leaves of absence over 7 days must be routed through your Dean's Office prior to approval by the Vice Provost. Forms must be submitted to the Vice Provost no later than 1 quarter prior to effective date of leave. The UPAY 573 is the Sabbatical Leave/Special Leave of Absence form.

Vacation leave for fiscal-year appointees may be approved by the department chair.

For Active Service Modified Duties (ASMD), which is NOT a leave, see APM 760 and <http://academicpersonnel.ucdavis.edu/worklife/>. Any requests for ASMD that do NOT request replacement teaching for work life related reasons as noted on the website need not be submitted to the level of the Vice Provost. Such requests can be approved the Dean.

*Following approval, action must be entered through the Payroll Personnel System.

+Family and Medical Leave (FML) Designation: It is the responsibility of the department (or other specified unit) to (1) designate leave, unpaid or paid, as qualifying for family and medical leave if the leave meets the requirements set forth in APM-715, and (2) maintain all completed FML paperwork on file within the department, noting such on the UPAY 573.

^All leave requests with an FML designation require approval from the Vice Provost – Academic Personnel.

¹Note: The campus' worklife program should be reviewed and considered as central funds are available to cover replacement teaching costs for the childbearing mother. See <http://academicpersonnel.ucdavis.edu/worklife/>