

Academic Forms On-line Sabbatical/Leave Request

The Leave/Sabbatical form for faculty can also be filled out by staff and in the case of leaves can be submitted by staff.

SABBATICAL / LEAVE OF ABSENCE FORM

Type of Leave:

Pay Period of Leave

Begin Date:
(mm-dd-yy)

Return Date:
(mm-dd-yy)

Academic Year Service Quarter(s)/Semesters Affected: Summer Fall Winter Spring

Address While On Leave
Check box if an international address:

Reason for or Specific Purpose of Proposed Leave (for Sabbatical include location while on proposed leave)

Other Sources of Income While On Leave (Sabbatical - Indicate nature and amount of all income)

Are You a Principal Investigator? Yes No Name of Substitute:

The initial request form will add fields depending on the type of request made.

SABBATICAL / LEAVE OF ABSENCE FORM

Type of Leave:

Pay Period of Leave

Begin Date:
(mm-dd-yy)

Return Date:
(mm-dd-yy)

Academic Year Service Quarter(s)/Semesters Affected: Summer Fall Winter Spring

Address While On Leave
Check box if an international address:

Reason for or Specific Purpose of Proposed Leave (for Sabbatical include location while on proposed leave)

Other Sources of Income While On Leave (Sabbatical - Indicate nature and amount of all income)

Are You a Principal Investigator? Yes No Name of Substitute:

Program Leave Statement
For application information see [APM 740-94](#)

Attach document pdf and MS Word documents only - file size limited to 1 MB

[Standing Order 103 of the Regents](#)
 I hereby certify that I have read the Standing Order of the Regents 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 that period of the leave.

[Submit](#) [Draft](#) [Undo Changes](#)

SABBATICAL / LEAVE OF ABSENCE FORM

Type of Leave

08 Personal

Pay Period of Leave

Begin Date

(mm-dd-yy)

Return Date

(mm-dd-yy)

Academic Year Service
Quarter(s)/Semesters Affected

Summer Fall Winter Spring

Address While On Leave

Check box if an international address:

Reason for or Specific Purpose of Proposed Leave (for Sabbatical include location while on proposed leave)

Other Sources of Income While On Leave (Sabbatical - Indicate nature and amount of all income)

Are You a Principal Investigator? Yes No Name of Substitute:

Disposition of Work While On Leave

UC Compensation While on Leave: No Salary Full Salary Other %

Is This an Extension of a Previous Leave? Yes No

Leave Documentation: may include itinerary; justification for exception to policy for non-FML leaves with pay over 30 days; explanation of leave requests without pay; other information applicable to the leave request. Do not upload FML certification documentation.

Attach document Browse... pdf and MS Word documents only - file size limited to 1 MB

The business office portion of the form is now filled out by department staff after faculty have submitted the form.

Additional Sabbatical Information

If applicant is on a medical school compensation plan please show proposed salary distribution while on leave. %

If necessary to employ a substitute, what addition to the department budget is required? \$

If leave is granted, what distribution is to be made of applicant's classes?

[Submit](#) [Draft](#) [Return*](#)

Comments: (500 characters remaining) * Comments are required if returning

Department staff will be required to confirm FMLA forms are on file in the department.

Confirm FMLA Forms On File

I hereby certify that the corresponding FMLA forms are on file in the department.

[Submit](#) [Return*](#)

For Sabbatical leaves the 'Pay Period of Leave' fields will populate based on the checkboxes marked. Note that the actual dates can be changed.

Type of Leave		Pay Period of Leave			
01 Sabbatical Full Salary		Begin Date		Return Date	
		10	01	12	31
		(mm-dd-yy)		(mm-dd-yy)	
Academic Year Service Quarter(s)/Semesters Affected	Summer <input type="checkbox"/>	Fall <input checked="" type="checkbox"/>	Winter <input type="checkbox"/>	Spring <input type="checkbox"/>	

Types of Leave offers three different choices for FMLA leave: pregnancy, extended illness, and family care.

Instructions are located to the left of the form.

Policies	SABBAT
Instructions	
Standing Order 103 of the Regents	
State Privacy Notification	
	Type of Leave
Academic Year Service Quarter(s)/Semesters Affected	Summer <input type="checkbox"/>

Type of Leave
15 FMLA w/o Pay Pregnancy
05 Sabbatical In Res Full Salary
14 Sabbatical In Res Partial Sal
06 Govt/Public Service
07 Professional Development
08 Personal
11 Military
12 Special Research
13 Admin
18 NSF Benefit Bridge
04 Pregnancy Disability
05 Extended Illness
15 FMLA w/o Pay Pregnancy
15 FMLA w/o Pay Ext Illness
15 FMLA w/o Pay Family Care
16 FMLA with Pay Pregnancy
16 FMLA with Pay Ext Illness
16 FMLA with Pay Family Care
99 Other

Department administrators and MSOs can also start and edit forms, saves drafts, and submit leave forms. Administrators and MSOs can start new forms via new tab in the gold section labeled 'Forms'.

Forms Review Reports [No Frames]

Current User: TEST, SIX:

Create a Form On Behalf of a Faculty Member

Select Faculty Member * [Click Link to Create a New Form](#)

[Sabbatic Leave/Leave of Absence](#)

ADAMS, DOUGLAS O
 BISSON, LINDA F
 BLOCK, DAVID E.
 BOULTON, ROGER B
 EBELER, SUSAN E
 HEYMANN, HILDEGARDE
 MATTHEWS, MARK A
 MILLS, DAVID A
 SMART, DAVID R.
 WALKER, MICHAEL A
 WATERHOUSE, ANDREW L
 WILLIAMS, LARRY E

AGUERO, CECILIA B
 BAUMGARTEL, JEREMIAH E
 DRUCKER, SOPHIE T
 EOM, HYUN-JU
 FIDELIBUS, MATTHEW W
 HERSZAGE, JULIAN

Drafts, started either by staff or the faculty person, can be pulled up from the 'Review' tab by clicking on the 'Draft' or 'Edit' link.

TEST, ONE	View	Leav/Sbbtc	08/03/2009 13:52.31	Sabbatical In Res Full Salary	View	Complete sabbatical form
TEST, ONE	Draft	Leav/Sbbtc	06/18/2009 13:29.20	Sabbatical Partial Salary	Edit	

After a form have been reviewed by department staff it is routed to the department Chair, Dean's office staff and then the Dean. In most cases the form will then be routed to Academic Personnel staff for review and finally to the Vice Provost for Academic Personnel for approval.