

Date: January 17, 2024

To: Senate Faculty, Department Chairs, Deans, Department Business Officers and Staff

From: June Betancourt, Director
Academic Personnel

Re: Reminder – Leave Request Protocols

This message is a reminder about protocols surrounding leave requests for non-student academic employees, including faculty. As you may be aware, a number of leave policies and associated benefits and pay options while on leave have changed in recent years.

Although there are now more options to suit a variety of circumstances, navigating the leave request process can be challenging. As such, employees anticipating a leave are encouraged to first discuss their request with their department, whenever feasible. Although employees should not disclose personal health information, departments play an essential role as the first point of contact and are expected to have the knowledge to assist with initiating a request. Recommended steps for an employee anticipating a leave request are as follows:

- Discuss the need for leave with their Departmental Business Officer, Supervisor, Department Chair, PI, or Dean's office, as appropriate.
- Input the formal leave request into AP Folio (see [Leave User Guide](#) for detailed instructions).
- If applicable, the employee will receive information from the AP Leave Administrator regarding any legal designations for which they are eligible. Employees are strongly encouraged to follow the instructions provided and return any needed paperwork to have the appropriate designations applied.

Following these steps can help facilitate leave requests, reduce confusion, and ensure timely processing. If you are anticipating requesting a leave, I encourage you to review AP's [Leave of Absence Resource Page](#).

Staff may wish to enroll in the AP Certificate Program Academic Leaves course which will be offered on Tuesday March 12, 2024, as well as an advanced topics Leaves workshop to be offered on Thursday March 21, 2024. Register at <https://ap.ucsb.edu/~staff.training.registration/>