

April 16, 2019

To: Business Officers and Academic Personnel Analysts (via SBADM-L)

From: Cindy Doherty, Director
Academic Personnel

Re: Online leave processing workshop

The Academic Personnel Office is pleased to announce the rollout of a new leave processing module in AP Folio. The module will be used to process leaves for all academic appointees, other than students. We will be offering this year's Academic Leaves Workshop, as listed below, as an introduction to and demonstration of online leave processing in AP Folio. The material covered will be separate from our Academic Leaves class as offered under the Academic Personnel certificate program.

Staff who are involved in processing leaves for academic employees are encouraged to attend. Although leave policy is not changing, new procedures and processes will clarify departmental and Academic Personnel roles and responsibilities related to academic leaves.

Please make sure that appropriate individuals in your unit are aware of these changes and the workshop opportunity. The session will also be recorded for later viewing if staff are unable to attend in person.

Academic Leave online processing workshop

Wed May 1, 9-10:30am in the McCune Conference Room, HSSB 6020

Please register online via the Academic Personnel website under the [Staff Training Registration](#) link. If you were already registered for this workshop, you have been notified separately.

Registration for the certificate program class is also available on the staff training site. Questions regarding the workshop may be directed to June Betancourt at june.betancourt@ucsb.edu

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