

May 23, 2019

To: Department Chairs, Directors, Business Officers, and Academic Personnel Analysts (via SBCHR-L, SBDIR-L, and SBADM-L)

From: Cindy Doherty, Academic Personnel Director

Re: *AP Folio* Leave request processing module

As previously announced, a new module in *AP Folio* is being implemented to process all leave requests, including sabbatical, medical, personal, or research leaves, as well as requests for Active Service Modified Duties (ASMD.) **The system is now live.**

When an academic employee wishes to request a leave, rather than submitting a memo to the department, please instruct them to sign on to *AP Folio* and submit the request electronically by filling out the on-line form. The request will be routed for approval through the department, dean's office, and Academic Personnel, as appropriate. Hard copy approval memos will continue to be sent to the employee. Please note that there are no changes to policy or approval authority, rather this is simply a transition from paper to an on-line system.

Approved leaves or requests in progress or previously approved need not be resubmitted.

Leave requests for Academic Student employees are not included in the on-line module and should continue to be submitted via existing processes.

Questions regarding leave processing may be directed to the Academic Personnel office as follows:

Research titles: Joanna Kettmann joanna.kettmann@ucsb.edu

Postdoctoral Scholars: Billy Ko billy.ko@ucsb.edu

Senate Faculty, Lecturers and Academic Coordinators: Helly Kwee helly.kwee@ucsb.edu or Lia Cabello lia.cabello@ucsb.edu

UCPath leave questions: AP-Path@ucsb.edu

Technical issues: help@aait.ucsb.edu

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