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**LEAVES OF ABSENCE**  
(Revised 4/26)

Policies on Leaves of Absence for both academic-year and fiscal-year appointees are outlined in APM 700-760 and the applicable memorandum of understanding for represented employees. The following contains procedures on the Santa Barbara campus relating to these policies.

**I. General**

- A. Specific regulations have been established by The Regents and the President on certain types of leaves of absence. These are:
- Sabbatical Leave (APM 740)
  - Sick Leave (APM 710)
  - Family and Medical Leave (APM 715)
  - Vacation (APM 730)
  - Holidays (APM 720)
  - Leave to attend Professional Meetings (APM 752)
  - Miscellaneous Leaves (APM 750, 751, 758, 759)
  - Parental Leave, Childbearing and Active Service Modified Duties (APM 760)
  - Bereavement Leave (APM 758)
  - Reproductive Loss Leave (APM 758)
  - Jury Duty Leave (APM 758)
- B. Because academic-year appointees are expected to be present from the beginning of the Fall quarter through the end of the Spring quarter, any appointee returning after the beginning of the Fall quarter or leaving before the end of the Spring quarter, should apply for a leave of absence in accordance with the applicable policy.
- C. All faculty (Senate and non-senate) must submit their leave request at least 45 days in advance of the begin date of the pay period of the quarter in which the leave is to be taken, unless circumstances beyond the control of the faculty member make this impossible. Requests for sabbatical leaves must be submitted three months in advance of the begin date of the pay period for the leave. Appointees in other titles are encouraged to submit leave requests as early as possible.
- D. Leave requests for periods of more than seven calendar days require approval by the Dean or Vice Provost for Academic Affairs with the exception of the following, which may be approved at the departmental level:
- Vacation and non-FMLA use of sick leave for those in accruing titles
  - Bereavement Leave
  - Jury Duty Leave
- Leave requests for more than 30 days also require input into the payroll system. **NOTE:** A leave without salary must be entered into the payroll system regardless of the length of the leave.
- E. Senate faculty requesting a leave that will involve category I outside professional activities (Red Binder I-29) must also request prior approval of the category I activities via OATS.
- F. Senate faculty or other academic employees who serve as a PI must contact their Sponsored Projects Officer prior to any planned leave to address any impact to their sponsored projects.
- G. All academic employees are covered by FML, CFRA and FEHA. In most cases university policy provides greater coverage than that required by State and Federal law. Please see the appropriate

APM sections, as listed above, or memorandum of understanding article for information concerning coordination of University policy and State and Federal Law. FML will normally run concurrently with other approved leave.

- H. All leave requests by academic employees (other than academic student employees) are initiated via the online leave request module in AP Folio.

## **II. Leaves and the Eight Year Probationary Period; Assistant Professors, Assistant Teaching Professor, and Assistant Researchers**

- A. Childbearing, Parental Leave or a combination of both, of one quarter or more whether with or without salary, is automatically excluded from service toward the eight-year probationary period. The employee (Assistant Professor, Assistant Teaching Professor, or Assistant Researcher) must inform the Department Chair in writing within one quarter of the completion of the leave, if they wish the time to be included as service toward the eight-year period. It should be noted that this is considered time excluded from the clock and the employee should not be expected to produce any additional materials/ publications because of the lengthening of the probationary period. Any materials/publications that are produced, however, should be considered in the next appropriate review.
- B. Periods of Active Service-Modified Duties are included as service toward the eight-year probationary period.
- C. With the exception of Childbearing or Parental Leave as noted in A. above, periods of leave, either with or without salary, are included as service toward the eight-year period. Exceptions may be granted only if requested in conjunction with the original leave request, or in the case of sick leave, within one quarter or semester after the leave is taken. The Vice Provost for Academic Affairs, after consultation with the Committee on Academic Personnel, may determine that the activity undertaken during the course of the leave is substantially unrelated to the individual's academic career.
- D. For purposes of review for advancement or promotion accomplishments produced during the leave period will be considered as part of the total record, but the period of extension shall be excluded when evaluating the rate of research or teaching performance.

## **III. Leaves and Sabbatical Leave Accrual**

- A. Sabbatical leave credit is not accrued during a period of leave with or without pay. Credit will accrue if an absence is for less than one-half of a quarter.
- B. Sabbatical leave credit will accrue during a period of Active Service-Modified Duties when the duties are equivalent to at least 50% of normal duties. When such is the case, the Chairperson's endorsement of a period of Active Service-Modified Duties should include a statement to that effect.
- C. Sabbatical leave credit is not accrued during periods of service when more than 50% of the appointment is paid from extramural grant funding. Payment from extramural funding requires appointment in a Research title that does not allow accrual of sabbatical leave credit.

## **IV. Approval Authority**

### **Faculty (Senate and Non-Senate)**

Medical leaves within APM policy	Dean
All other leaves for up to one year, within policy	Dean
Active Service Modified Duties	Dean
Exceptions to policy	Vice Provost for Academic Affairs
Leaves beyond one year	Vice Provost for Academic Affairs

**Senate Faculty**

Sabbatical within policy	Dean
Sabbatical - exceptions, negative rec., 5 years no-change	Vice Provost for Academic Affairs

**All other Academic Appointees**

Leaves covered by vacation and/or sick leave	Department Chair or Director
Active Service Modified Duties	Vice Provost for Academic Affairs
Leaves not covered by vacation and/or sick leave	Vice Provost for Academic Affairs
Exceptions to policy	Vice Provost for Academic Affairs