VI-7
OTHER LEAVES
(Revised 4/26)

A. An academic appointee may be granted a leave with or without pay to attend a professional meeting or for University business. If the leave is for seven calendar days or less, APM 752 or applicable memorandum of understanding articles apply and the Department Chair or Director has authority. If the leave is without pay, the leave must be entered into the payroll system.

B. Leaves of 8 or more calendar days are covered by APM 758 and 759 and applicable memorandum of understanding articles. With the exception of bereavement, Reproductive Loss Leave, and jury duty, leaves not covered by vacation or sick time require approval of the appropriate Dean or the Vice Provost for Academic Affairs . Applications for such leave are made via the on-line leave module in AP Folio. Leaves of more than 30 calendar days must be entered into the payroll system. See APM-758 or applicable MOU for jury, bereavement, or Reproductive Loss leave. Academic appointees may use available paid leave options during an approved bereavement or Reproductive Loss Leave.

C. Academic employees may be granted up to a one-year leave of absence without salary for professional development or personal reasons upon approval of the appropriate Dean or the Vice Provost for Academic Affairs .

D. Extension of a leave of absence beyond one year, whether with or without pay is not automatic and is granted only when there is a clear benefit to the campus. The approval process for such a leave shall take into consideration the impact of the leave on the teaching, research, and service obligations of a department. If an academic employee member accepts an academic or professional position elsewhere, the presumption is that additional leave will not be granted. Leaves that extend beyond one year require approval of the Vice Provost for Academic Affairs . Leaves of absence which are of less than one year in duration and involve non-sequential quarters but repeat in multiple years must be approved by the Vice Provost for Academic Affairs after the third quarter.

E. In addition to complying with University policies on conflict of commitment and outside activities (APM 025), academic appointees on an approved leave of absence without pay must also comply with all University policies involving University intellectual property, conflict of interest, and the use of University resources. See APM 759, Appendix A for a list of other relevant University policies.

F. Special Research leaves may be granted to allow a faculty member to accept a fellowship from an external agency. Such fellowships normally require a full release from Professorial responsibilities. In situations where the funding agency pays the faculty member directly, the faculty member will be put on a leave without salary. In situations where the funding is administered through UCSB the faculty member will be placed on a leave with partial pay reflecting the percentage of pay supported by the fellowship, funded from the appropriate source.

If the faculty member is receiving a supplement to the leave in exchange for sabbatical leave credits, that portion of pay will be reflected on the Professorial appointment as sabbatical leave in the payroll system. Faculty should be aware that not all fellowships include funding for benefits and should consult with the College prior to the period of the fellowship to determine the best options for their situation. The College providing the supplement may require a return to UCSB service, similar to the return to UC service required for sabbatical leaves.