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Faculty Leaves

These instructions apply to appointees in the professorial titles (including visiting and adjunct), Lecturer SOE titles, and Unit 18 Lecturer titles (pre-six and continuing).

- Log into AP Folio with your UCSBNetID.
- Click on "Leave Request"
- Any current/existing leave requests you have already submitted will be displayed here.
- To create a new request, click on "Submit a New Leave Request"

Select the type of leave:

Sabbatical/Research Leaves

This form is for requesting all types of sabbatical leaves and research leaves.

- Select the academic year in which the leave will be taking place. If your leave spans multiple academic years, select the year the leave begins.

- Select the quarter(s) of leave desired within the academic year selected. Additional quarters beyond the selected academic year should be specified within the text box.

  For example, a leave spanning Spring 2021 and Fall 2021:

  Academic Year of Leave:
  2020-2021 ▾

  Quarters of Leave:
  ☐ Fall
  ☐ Winter
  ☑ Spring
  Additional quarters outside of the selected Academic Year, if any:
  Fall 2021

- Select the type of sabbatical/research leave.
  - Note: Per RB VI-2, in-residence sabbatical requires a teaching component, not just physical residency at UCSB.
  - If significant University service is substituted for the teaching requirement, please provide a detailed description of the service.

  Additional Notes for Special Research Leaves:
  By selecting the Special Research Leave button, additional fields will open with in the Leave parcel:

  - *Indicate whether the funds will be administered through UCSB payroll, or if they will be paid directly to you from the fellowship/funding agency*

- *Enter your:*
  - *Annual and monthly faculty salary rate*
  - *Total amount you will receive from the fellowship to replace your faculty salary*
  - *Dates the fellowship will pay you*
  - *Based on the above, the % funding split during the leave period between state funds and fellowship/external funds.*

- Indicate whether or not you will be earning an administrative stipend during your leave.
  - Note: if you plan to continue receiving your stipend while on leave, be sure to indicate, in the text section at the end, what duties you will be performing for the stipend, and how you will be performing them while on leave.

- Tally up the total number of sabbatical credits to be used for the leave.
  - Note: each quarter of full (100%) sabbatical requires 9 credits

- Indicate whether or not Category I Outside Activities prior approval is required to undertake this leave (see APM 025). If you have not already done so, please go to the Outside Activities Tracking System (OATS) to submit your prior approval request. If your leave involves Category I activities, prior approval in OATS is required before the leave can be approved.

- Per APM 740-94, your request for sabbatical must include the following information in the text box provided:
  - A brief history of the project from inception through progress to date and projection as to completion date.
  - Significance of the project as a contribution to the field or your increased effectiveness as a teacher and scholar.
  - Name(s) of locations/institutions where the project will be carried out, and names of colleagues, if any, with whom it will be conducted.
  - Assurances of cooperation/authorization from individuals, institutions or agencies to conduct the project.
  - Description of financial support expected during the sabbatical leave.
  - (if applicable) Description of University service proposed to substitute for the teaching requirement of in-residence sabbatical.

Medical/Personal Leaves

This form is for requesting non-research-related leaves, such as medical leaves (for self or family member), parental or childbearing leave, ASMD (Active Service Modified Duties) and Personal Leaves.

- Select the academic year in which the leave will be taking place. If your leave spans multiple academic years, select the year the leave begins.

- Select the quarter(s) of leave desired within the academic year selected. Additional quarters beyond the selected academic year should be specified within the text box.

  For example, a leave spanning Spring 2021 and Fall 2021:

Academic Year of Leave:

2020-2021 ▾

Quarters of Leave:

☐ Fall
☐ Winter
☑ Spring

Additional quarters outside of the selected Academic Year, if any:

Fall 2021

- If you are taking only a partial quarter of leave (e.g. childbearing leave only without ASMD immediately following), indicate the calendar dates.
- If you plan to take a full quarter(s) of leave, you may leave this field blank.

- Select the type of leave planned. You may make multiple selections as applicable, e.g. childbearing and ASMD

- Pay for Family Care and Bonding (PFCB) is a new pay option that may be applied to FML qualified **Medical Leave for other** or **Parental Leaves**. Web resources are available online for more information on this pay option. To request PFCB be applied to a qualified leave, select the PFCB option and provide the dates and the number of weeks associated with the request (i.e. under Partial quarter dates).

- If you are currently in a tenure-track position (Assistant Professor or LPSOE), you may request an extension of your tenure/SOE clock based on one of the provided reasons. Select the one that applies, or "N/A" if you are not requesting a clock extension or are already in a tenured position.

- Please provide any additional applicable details in the text box provided.

Leave Changes
- If your health needs change and you are able to return to work sooner than planned, please make sure that your Return to Work certificate has been completed by your medical provider and returned to the Leave Administrator or your Department prior to your return to work.

- If your leave needs to be extended, please submit a new Leave request and provide a new medical certificate to the Leave Administrator with the new dates. Please consult with your department and AP Analyst should your extension cross into multiple quarters.

Additional notes on medical leave requests:

- Please do not include personal health or diagnosis information on the request form.
- See the Legal Medical Leave Entitlements section for additional information on State and Federal Leave Entitlements (FMLA, CFRA, PDL).

Additional Resources

- Sabbatical Leaves: RB VI-2
- Special Research Leaves: RB VI-7-E
- Medical Leaves: RB VI-3
- Childbearing and Parental Leave: RB VI-4
- ASMD: RB VI-5
- Outside Professional Activities: RB I-29 and APM-025
  - OATS: Resources

Leave-Accruing Titles

This form should be used by appointees who accrue sick and/or vacation hours, including those in research titles (Specialist series, Project Scientist series, Professional Researcher series), Academic Coordinators, and Librarians.

- Log into AP Folio with your UCSBNetID

- Click on "Leave Request"

- Any current/existing leave requests you have already submitted will be displayed here

- To create a new request, click on "Submit a New Leave Request"

- Under "Dates of Leave," enter the dates covering the entire period of leave (including paid and unpaid portions, as applicable)

- Select the type(s) of leave planned. You may make multiple selections as applicable, e.g. childbearing and ASMD

- Under the "Leave Type Requested"
    - Enter the dates and leave type (via the dropdown menu)
        - Use the "+" button to add multiple entries when the leave is transitioning between different leave types (e.g. paid to unpaid; childbearing to parental; etc.)
        - To remove a row, select the "X" button to the left of the row to be deleted
    - Based on the Leave Type selected, check the boxes that appear to the right that apply:
        - If your leave will be paid via accruals, select the accrual type(s) to be used (*note: PTO and Paid Parental only apply to Postdoc employees*)
        - If your leave will be unpaid, qualifies for Disability Insurance and you plan to submit a claim, select the corresponding box *(note: additional information regarding Disability Insurance can be found at https://ap.ucsb.edu/leave.of.absence/disability.insurance/)*

Leave Type Requested:

Please identify the dates associated with each Leave Type requested, and the type of Accruals Used, if applicable. To add more than one leave type to this request, click the + button. {e.g. Paid Medical (using accruals), followed by Unpaid Medical (after accruals are exhausted).}

	Date From	Date To	Leave Type	Accruals Used
X	2021-03-01	2021-03-30	Medical with pay, for self (full/partial) ⌄	☑ Sick ☐ Vacation ☐ Postdoc PTO
X	2021-03-31	2021-04-15	Medical without pay, for self (full/partial) ⌄	☑ I plan to apply for disability insurance
	[+]			

   - Note: Pay for Family Care and Bonding (PFCB) is a new pay option that may be applied to FML qualified **Medical Leave for other** or **Parental Leaves**. Web resources are available online for more information on this pay option. To request PFCB be applied to a qualified leave, select the PFCB option available under the Leave Type drop down menu and provide the dates and the number of weeks associated with the request.

- Under "Accruals Available" list your current accrual balances if you are using accruals during any portion of the leave

  - If you are currently an Assistant Researcher, you may request an extension of the eight-year service limitation clock.
    - Select the choice that applies
    - If requesting an extension to the service clock, please upload a separate request (see RB I-4-II)

  - Please provide any additional applicable details in the text box provided.

Additional notes on medical leave requests:

- Please do not include personal health or diagnosis information on the request form.
- See the Legal Medical Leave Entitlements section for additional information on State and Federal leave entitlements (FMLA, CRFA, PDL).

Additional Resources

- Represented Research Titles: Article 12 - 2nd TAd contract - RA Unit
- Non-Represented Research Titles, Academic Coordinators, and Librarians: Red Binder Section VI (1, 3-7)

Postdoctoral Scholars

This form should be used by appointees in the Postdoctoral Scholar job titles: Employee, Fellow, Paid-Direct, Employee-NEX (Non-Exempt), and Interim.

- Log into AP Folio with your UCSBNetID

- Click on "Leave Request"

- Any current/existing leave requests you have already submitted will be displayed here

- To create a new request, click on "Submit a New Leave Request"

- Under "Dates of Leave", enter the dates covering the entire period of leave (including paid and unpaid portions, as applicable)

- Select the type(s) of leave planned. You may make multiple selections as applicable, e.g. childbearing and parental

- Under the "Leave Type Requested"
  - Enter the dates and leave type (via the dropdown menu)
    - Use the "+" button to add multiple entries when the leave is transitioning between different leave types (e.g. paid to unpaid; childbearing to parental; etc.)
    - To remove a row, select the "X" button to the left of the row to be deleted
  - Based on the Leave Type selected, check the boxes that appear to the right that apply:
    - If your leave will be paid via accruals, select the accrual type(s) to be used
      - PTO and Sick Leave are recorded in one-day increments. A "day" means a workday. Postdocs employed at part-time (less than 100%) are charged a full day of PTO/Sick Leave when taking paid leave.
      - Be sure to verify with your department staff the exact number of PTO and Sick Leave days you have accrued to date and that they are available to use toward this leave.
    - If your leave will be unpaid, qualifies for Disability Insurance and you plan to submit a claim, select the corresponding box (*note: additional information regarding Disability Insurance can be found at* *https://ap.ucsb.edu/leave.of.absence/disability.insurance/*)

Leave Type Requested:

Please identify the dates associated with each Leave Type requested, and the type of Accruals Used, if applicable. To add more than one leave type to this request, click the + button. {e.g. Paid Medical (using accruals), followed by Unpaid Medical (after accruals are exhausted).}

	Date From	Date To	Leave Type	Accruals Used
X	2021-03-01	2021-03-30	Medical with pay, for self (full/partial) ⌄	☑ Sick ☐ Vacation ☐ Postdoc PTO
X	2021-03-31	2021-04-15	Medical without pay, for self (full/partial) ⌄	☑ I plan to apply for disability insurance
	+			

- Under "Accruals Available" list your current accrual balances if you are using accruals during any portion of your leave

- Please provide any additional applicable details in the text box provided

Additional notes on medical leave requests:

- Please do not include personal health or diagnosis information on the request form.
- See the Legal Medical Leave Entitlements section for additional information on State and Federal leave entitlements (FMLA, CRFA, PDL).

Additional Resources
- Red Binder: RB III-17
- MOU: See tentative labor agreement
    - Article 12 (Leaves of Absence): Page 48 of MOU
    - Article 17 (Personal Time Off): Page 82 of MOU
    - Article 23 (Sick Leave): Page 93 of MOU

Reproductive Loss Leave

Accruing Titles

To request leave associated with a Reproductive Loss, enter the dates of leave requested, and check the "Reproductive Loss" option under Type of Leave:

Dates of Leave:

| 2024-01-08 | — | 2024-01-11 |

Type of Leave:

- ☐ Medical with pay (full or partial), for self
- ☐ Medical with pay (full or partial), for other
- ☐ Medical without pay (full or partial), for self
- ☐ Medical without pay (full or partial), for other
- ☑ Reproductive Loss
- ☐ Childbearing
- ☐ Parental
- ☐ Personal
- ☐ Active Service-Modified Duties (ASMD)
- ☐ Short Term Leave > 8 or more calendar days, per RB VI-7-B

If you are in a leave-accruing title and plan to use accruals, enter the dates and types of accruals to be used:

Please identify the dates associated with each Leave Type requested, and the type of Accruals Used, if applicable. To add more than one leave type to this request, click the + button. {e.g. Paid Medical (using accruals), followed by Unpaid Medical (after accruals are exhausted).}

	Date From	Date To	Leave Type	Accruals Used
X	2024-01-08	2024-01-11	Reproductive Loss ▾	☑ Sick ☐ Vacation ☐ Postdoc PTO

If you plan to use accruals to cover some or all of this leave, enter the hours in the "Accruals Available" section:

Accruals Available:
If you will use accruals to remain on pay during th
certifying that accruals are available:

Sick	32
Vacation	
PTO	

Non-Accruing Titles

For partial quarter leaves, calendar dates of leave:

2024-01-08 — 2024-01-11

Type of Leave:

- ☐ Medical with pay (full or partial), for self
- ☐ Medical with pay (full or partial), for other*
- ☐ Medical without pay, for self
- ☐ Medical without pay, for other
- ☐ Parental without pay
- ☐ Personal without pay
- ☑ Reproductive Loss
- ☐ Childbearing
- ☐ Active Service-Modified Duties (ASMD)
- ☐ Parental with Pay via PFCB*
- ☐ Short Term Leave > 8 calendars, per RB VI-7-B

Additional Information and Resources

Because Reproductive Loss Leave is a protected and confidential leave, the request will route directly to the Academic Personnel office upon submission. As part of processing the leave, the AP office will notify your department that you will be on a confidential protected leave during the dates requested, but will not disclose any additional information.

Additional Policy information: [APM 758](#)

Legal Medical Leave Entitlements (FMLA, CFRA, PDL)

Employees who meet specific criteria may qualify for certain protections under State and Federal Laws for:

- leave due to their own serious health condition, including pregnancy and childbirth,
- leave to care for an eligible family member with a serious health condition, and/or
- Parental Bonding leave related to birth, adoption or placement of a new child.

These entitlements include the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL). Legal leave entitlements run concurrent with policy approved leaves whenever applicable. When a medical leave is initiated in AP Folio, the AP Leave Administrator will reach out to the employee (and the department when applicable) with the relevant information and directions regarding leave entitlements. This process is managed outside of AP Folio and all medical information is confidential and kept separate from personnel files.

Questions regarding Leave Entitlements can be addressed to ap-leave@ucsb.edu.

UC's Pay for Family Care and Bonding (PFCB) is a new income replacement option for eligible employees with a leave that meets the eligibility criteria. PFCB is not an additional form of leave, but a pay option that can be applied to an eligible approved leave. Please review the web resources for additional information.

Unpaid Leaves and Benefit Premiums

When on an extended unpaid leave, you are responsible for paying benefit premiums for any continuing benefits during the leave via Direct Billing with UC Path Center. Whenever applicable, the AP Leave Administrator will provide you with directions regarding benefit elections, the steps necessary to initiate the Direct Billing process, and a summary of your applicable premiums. You are responsible for following the necessary steps to either elect or waive benefits, and set up Direct Billing with UC Path Center during any applicable unpaid leave. Questions regarding Direct Billing should be addressed to the UCPath Center at 855-982-7284

Other Leave Scenarios

Canceling or modifying an approved non-medical leave

If the leave you wish to cancel or modify has already been approved:

- Please submit a written request to the department with an explanation of the changes requested.
- Department will endorse and route to Control Point (outside AP Folio) for approval. Please note that sometimes it may be necessary to submit a new leave request. The dept/unit should contact the appropriate AP policy analyst for further guidance in these cases.

If the leave you wish to cancel or modify is currently under way in the approval chain:

- Please submit a written request to your department. For leave modifications, please provide sufficient detail that your department staff can make the necessary changes to the form before re-submitting for approval. The dept should contact the appropriate AP policy analyst, to assist with mid-stream changes.

Note: if the modification involves a change in academic years (e.g. moving a S'20 sabbatical to F'20) please also submit a new leave request for the new academic year in AP Folio.

Department Chairs/Unit Directors requesting their own leave

This scenario occurs when a Chair/Director is requesting, in advance, a leave that will take place after their Chair/Director term ends.

- Department Chair submits the leave request in AP Folio in their capacity as a regular faculty member, following the steps in the Faculty Leaves section as appropriate to the type of leave requested.
- Department Chair routes the request to department staff
- Department staff prepares an endorsement memo, offline, to be signed by someone other than that Department Chair, who also has alternate approval authority (e.g. Vice Chair, Associate Director).
- Department staff uploads the endorsement to the case parcel and routes to the Department Chair
- Department Chair routes the case parcel forward to the Control Point for further processing/approval