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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 (with or without pay).

- 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.
- 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 and ASMD¹

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 of the leave.
 - 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

¹ ASMD is not a leave of absence but is managed through the Leave module.

- 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 already in a tenured position.
- 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, CFRA, PDL).

Additional notes on ASMD requests:

- Include a statement in the text section indicating that you have 50 % or more responsibility for the care of an infant or young child during the requested period of ASMD.
- Include specific detail in the text section regarding the duties to be performed and/or the duties from which you will be released during the period of ASMD.

Additional Resources

- Sabbatical Leaves: [RB VI-2](#)
- 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.
- If you accrue sick and/or vacation leave, you may use it for all or a portion of your leave. Please enter the dates of leave that will be paid using sick and/or vacation time.
 - Note: be sure to verify with your department staff the exact number of sick/vacation hours you have accrued to date and that they are available to use toward this leave.
- The dates of the unpaid portion of the leave can be entered next. If there is no unpaid portion expected, then the dates of "paid leave" should cover the entire leave request or period.
- 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 notes on ASMD requests:

- Include a statement in the text section indicating that you have 50 % or more responsibility for the care of an infant or young child during the requested period of ASMD.
- Include specific detail in the text section regarding the duties to be performed and/or the duties from which you will be released during the period of ASMD.
- Indicate the period for which the reduction will be covered by sick-leave and for which the reduction will be at reduced pay.

Additional Resources

- Represented Research Titles: [Article 12 of the MOU](#)
- Non-Represented Research Titles, Academic Coordinators, and Librarians: [Red Binder Section VI \(1, 3-7\)](#)
- Childbearing and Parental Leave: [RB VI-4](#)
- Sick Leave: RB VI-3
- Vacation: RB VI-6

Postdoctoral Scholars

This form should be used by appointees in the Postdoctoral Scholar job titles: Employee, Fellow, Paid Direct, 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 ASMD.
- You may use all or a portion of your PTO and Sick Leave accrual. Please enter the dates of paid leave covered by PTO and/or Sick Leave.
 - 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.
- Once you have exhausted your PTO/Sick Leave balance, enter the (remaining) dates of the leave that will be unpaid, if applicable. If you have enough PTO/Sick Leave days to cover the entire leave, this field can remain blank.
- 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).

Paid Parental Benefit

Postdoctoral Scholars are entitled to up to 4 workweeks of paid parental benefit to be used for Parental Leave. Postdocs must exhaust all paid parental benefits and PTO days before taking the remainder of Parental Leave as unpaid.

Additional Resources

- Red Binder: [RB III-17](#)
- MOU:
 - Article 12: [Leaves of Absence](#)
 - Article 17: [Personal Time Off](#)
 - Article 23: [Sick Leave](#)

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.

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

Cancelling or modifying an approved 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

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.

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