



## LEAVE OF ABSENCE (UCB-AP-L2)

**For use by academic appointees only to request period of leave for professional purposes. For personal leaves, use form UCB-AP-L1.**

EMPLOYEE NAME:			EMPLOYEE ID:	DATE PREPARED:
TITLE/RANK:	STEP:	BASIS/PAID OVER:	DEPARTMENT/UNIT:	

Complete this form for leaves greater than 7 days in accordance with departmental procedures.

Type of Leave	Dates of Leave	Explain of Other	% on Leave	U.C. Compensation During Leave
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	-			
	-			
	-			

Semester Affected	Sabbatical Credits Used/Forfeited	Balance Deferred
Fall      Spring		
Fall      Spring		

*\*Sabbatical in Residence is defined as teaching one class which meets regularly at least three hours each week during the sabbatical period; or performing an equivalent amount of instructional service in a course or in a clinical setting. (Directed study, such as 298's or 299's, or other similar courses are NOT considered to be equivalent to such a regularly scheduled course, unless they have been reorganized as such under the department's regular teaching workload policy.)*

**A sabbatical plan must be attached to all leave requests that include a period of sabbatical.**

Is this an extension of a previous leave?	Yes	No	Dates of previous leave: _____
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Is a corresponding request for prior approval of Category 1 activities in UCOATS?      Yes      Not applicable

Disposition of work while on leave:      Additional notes:

Is applicant a Principal Investigator?	Yes	No	IF APPLICABLE      Substitute:	Agency approval?	Yes	No
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### CERTIFICATION

**For Sabbaticals:** I hereby certify that I have read the standing order of the Regents and the regulations of the President governing the award of sabbatical leaves, and that I shall accept the requested leave, if granted, under those conditions. I shall continue my service at the University following said leave for a period at least equal to the period of leave.

**For Unpaid Leaves, including partial:** I hereby acknowledge that periods of unpaid leave will affect UCRP service credit accrual.

EMPLOYEE SIGNATURE

Date

### APPROVALS (No UCPath update without required approval)

Principal Investigator/Supervisor, if applicable      Date

Dean or Vice Chancellor      Date

Home Department Chair or Faculty Director      Date

Additional Dean or Vice Chancellor      Date

Additional Department Chair or Faculty Director      Date

Vice Provost (For leaves not delegated to the Dean/VC.)      Date



# INFORMATION ON LEAVES FOR PROFESSIONAL ACTIVITIES

## FOR SABBATICAL:

- Applicable policies are APM 740 and the Regents Policy 2305.
- All requests for a sabbatical leave MUST include a written sabbatical plan as required in APM 740-94.
- For semesters of sabbatical-in-residence, the sabbatical plan must include details of the course assigned or the substantial service proposed in lieu of teaching. If residency and teaching are requested to take place at another UC campus, an MLA must be prepared following the current campus practice.
- Within 90 days of a return from sabbatical, the faculty member is required to submit a concise report of the results of the sabbatical leave. This report must be uploaded to APBears when the sabbatical leave is included in a future review.
- The minimum sabbatical leave is 44%. Please see the UCB Sabbatical Leave Credit tables for the exchange of sabbatical credits for increasing percentages of paid leave.
- Sabbatical leave may be supplemented with paid research leave funded from non-state sources.

## FOR UNPAID LEAVES (including industrial and professional development leaves):

- Applicable policy is APM 759.
- For titles governed by APM 025, prior approval may be necessary to engage in specific outside activities. UCOATS is the system of record for such requests and leaves may not be approved until the outside activities are approved.
- Salary savings will only be made available to the school or college for the first year of unpaid leave, regardless of the percentage of leave.
- Supervisors who take a fulltime unpaid leave may need to designate an alternate approver for CalTime. Please consult with HR as appropriate.
- Leaves for academic year appointees should be entered in UCPATH with both service dates (actual period of leave) and the corresponding pay period.
- Information regarding benefits while on unpaid leave may be found on UCNet.

## FOR GOVERNMENTAL LEAVES:

- Applicable policy is APM 750.
- Employees whose governmental work will fall under the terms of an Intergovernmental Personnel Act agreement should submit the IPA documentation along with the leave form. Please note that all IPAs are coordinated through the Sponsored Projects Office and may require prior approval of outside activities in UCOATS.
- Supervisors who take a fulltime unpaid leave from their primary appointment may need to adjust the UCPATH records of their supervised employees. Please consult with HR as appropriate.

**RETENTION:** Five (5) years following separation except retain in cases involving disability, retirement or termination by disciplinary action until age 70.

# Faculty Sabbatical/Leave Request

If you would like to be on a sabbatical/ leave in the coming year, please submit a completed, hard copy of this Faculty Leave Request form **as soon as possible**. Timely submission of this information is key to expediting the approval process and to receiving accurate salary payments while on leave.

Name \_\_\_\_\_ On Leave in \_\_\_\_\_ Fall \_\_\_\_\_ Spring Year(s) \_\_\_\_\_ - \_\_\_\_\_

Leave type:

\_\_\_\_\_ Sabbatical using \_\_\_\_\_ credits \_\_\_\_\_ % paid by STAT \_\_\_\_\_ % other funding source:

\_\_\_\_\_ Research leave \_\_\_\_\_ % paid by STAT \_\_\_\_\_ % other funding source:

\_\_\_\_\_ Industrial leave \_\_\_\_\_ % paid by STAT \_\_\_\_\_ % other funding source:

\_\_\_\_\_ Administrative leave\* \_\_\_\_\_ % paid by STAT \_\_\_\_\_ % other funding source:

\_\_\_\_\_ Other (please explain below) \_\_\_\_\_ % paid by STAT \_\_\_\_\_ % other funding source:

\*Please note reasons for Administrative or Other leave; provide additional info on funding sources: \_\_\_\_\_

When was your most recent leave? \_\_\_\_\_ What type? \_\_\_\_\_

Have you submitted a Sabbatical Leave Report on the past leave? \_\_\_\_\_ If not, please attach to this request.

Classes taught in the two semesters prior to requested leave: \_\_\_\_\_

Who could replace you? \_\_\_\_\_ Have you contacted him/her about this? \_\_\_\_\_

Regular faculty member in charge of your courses during this leave: \_\_\_\_\_

While on leave, will you be using your campus office? \_\_\_\_\_ Can a visitor feasibly share your office? \_\_\_\_\_

**Due date:** Leave requests are normally due in Spring previous to the year you plan to take a leave.

**Pay periods:** Faculty salaries are paid over 12 months (July - June), while summer research funding is paid at a higher monthly rate (1/9 of your annual rate instead of 1/12) over 9 months (September - May).

Your Signature \_\_\_\_\_ date \_\_\_\_\_

*See other side for general information about University and departmental sabbatical leave policies.*

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# Statistics Faculty Leave Policies & UC Sabbatical Leave Accrual Information

**Accruing Sabbatical credits.** Each semester of service at 50%-time or more earns one semester of sabbatical leave credit. A 50% research leave earns a sabbatical leave credit – **but a 51% research leave does not.** If a leave does not use all your accrued credits, you may request deferral of unused credits toward future leave.

Generally the minimum sabbatical leave is one semester at 67% salary; the 44% and 56% levels are used if the faculty member has only 4 or 5 sabbatical leave credits accumulated (see Sabbatical Leave table)

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## SABBATICAL LEAVE CREDITS NEEDED FOR VARIOUS LEAVES (from APM 740)

<u>Qualifying Service</u>	<u>Sabbatical Leave Credit</u>	
	<i>1 Semester Sabbatical</i>	<i>One Year Sabbatical</i>
4 semester credits (2 years)	44% salary	
5 semester credits (2.5 years)	56% salary	
6 semester credits (3 years)	67% salary	
7 semester credits (3.5 years)	78% salary	
8 semester credits (4 years)	89% salary	or 44% salary
9 semester credits (4.5 years)	full salary	or 50% salary
10 semester credits (5 years)		56% salary
11 semester credits (5.5 years)		61% salary
12 semester credits (6 years)		67% salary
14 semester credits (7 years)		78% salary
16 semester credits (8 years)		89% salary
18 semester credits (9 years)		full salary

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**Leave Project Statement.** The final stage of arranging for a sabbatical requires a leave statement describing:

1. Brief history of the project, from inception through progress to date and projection as to completion date.
2. Significance of the project as a contribution to knowledge or a particular profession; or as an expected contribution to the applicant's increased effectiveness as a teaching and scholar.
3. Where the project will be carried out and names of authorities, if any, with whom it will be conducted.
4. Assurances of cooperation, or authorization for the project, from individuals, institutions or agencies.
5. Description of all financial support expected during the sabbatical leave, including any fellowship, grant, government-sponsored exchange lectureship, or payment for contract research.

[Should you be receiving additional compensation outside of your Berkeley salary, please state the amount and from what source. Additional outside source compensation is often used during a partial salary sabbatical to bring the level of salary up to 100% (e.g., a 67% salary sabbatical may be supplemented by 33% salary from other funds). Salary may also be supplemented up to 100% by a host university when a faculty member is engaged in a research or teaching project.]

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