

Establish an Initial Starting balance in Advance

Step 1: Check Academic Leave policy via APM 740

- Confirm that the candidate is in an eligible title to take sabbatical/ professional development leave
- Refer to chart II to check how much credit the candidate will need for the amount of leave requested

Step 2: Check employee payroll record

- Obtain academic history of employment (HSUM screen in OLPPS) to determine periods of eligible faculty appointments for accruing service credit
- Obtain leave of absence history to determine periods of ineligibility to accrue service credit

Step 3: Complete sabbatical calculation worksheet

- Begin counting the appropriate years of eligible service, at 4 credits earned per year
- Deduct any periods of time from your calculations, in which the employee would not have accrued, such as periods of LWOP or time spent in ineligible titles

***You can find the calculation worksheet on the Academic Affairs website:**

http://academicaffairs.ucsf.edu/academic-personnel/media/Sabbatical_Calculation_Wksht_1-2-07.xls

Step 4: Attach calculation worksheet into Advance with initial leave request

- VPAA will verify the balance and make modifications as needed

***If you have a questions regarding sabbatical or professional development leave, contact your VPAA service center representative.**