

Basics

- 1. Leave credits:** Faculty earn one credit per quarter (can accrue up to 40 credits) and “spend” three credits per month when taking academic leave.
- 2. Sabbatical Leave:** Only Ladder Rank faculty are eligible for Sabbatical Leave. “Sabbatical In Residence” leave means you are staying at UCSF for the duration of your approved leave, and the leave costs fewer credits (67%).
- 3. Professional Development Leave:** Faculty in the Clinical X, In Residence, HS Clinical, and Adjunct series are eligible for this kind of leave.
- 4. Full pay/Partial pay:** Historically, most leaves have been “full pay”; if you intend to take partial paid leave, discuss with your Service Center contact.
- 5. Plan your leave BEFORE** completing the Leave Request: discuss your leave opportunity with your Chair/ORU Director to validate that your plans fit in with your career goals and to ensure that your absence can be covered.
- 6. Approvals:** Chair, Dean, and Vice Provost all must approve the request
- 7. When you return:** Complete the Final Report; it will be visible to Chair, Dean, and Vice Provost; only the Vice Provost approval is required.

Getting Started

- 1. Log into Advance:** Log into Advance using MyAccess: Advance will be listed as an application you can select; clicking on the application name will open a new browser and take you directly into the Advance system.
- 2. Select Academic Leave:** From the Overview tab, select Academic Leave

John Adams (UCSF ID: 023334445)

Overview | My CV | My Packet | Proxy | For Review

General | Salary | Packet tracking | **Academic Leave**

Academic leave history

- 3. Click on the various hyperlinks** within the Leave Request to view UC policies related to Academic Leave

My academic leave history

- Until you request an academic leave within Advance, this section will be empty.

Type	Start	End	Credits Used	Status
Sabbatical, In Residence (on site) - Full Pay	07/01/2012	09/30/2012		

- After you have requested leave, you will see the leave request here.
- Click on the leave request to view the details of the Academic leave request.

Academic leave request

- Click **Create Leave Request** in the upper right of the page

Type	Start	End	Credits Used	Status
Sabbatical, In Residence (on site) - Full Pay	07/01/2012	09/30/2012		
Leave Request				

[Create Leave Request](#)

- Select the **Leave type**
 - **Full pay/Partial pay:** Historically, most leaves have been “full pay”; if you want to take *partial* paid leave, discuss with your Service Center contact.
- Select the **Start and End dates**
- Indicate whether you are a PI on any grants
 - If so, indicate whether you have obtained written approval from the awarding agency for a substitute PI during your proposed leave period
 - If so, include a description of your plans to cover the PI requirements of the grant(s), or include a copy of approval from the granting agency

Leave Program Statement

Describe your planned leave activities:

- History of the project/activity
- Significance of the project/activity to your career
- Collaborators/locations/institutions where you will be on leave
- List any assurances of participation from the named collaborators/institutions
- Any financial support
- Describe your contribution to UC during the leave, if in lieu of teaching
- If a sabbatical in residence, describe your teaching responsibilities during the leave

Attachments

- Before you can attach any documents, you must click the **Save As Draft** button in the lower left of the Leave Request page
- Attach any documents that support your leave request such as
 - Approval from an immediate supervisor (PI, Division Chief) who will not be approving the leave on-line
 - Approval from funding agencies for substitute PI while on leave
 - Assurance from collaborators or institutions that they will accommodate your research endeavors during the leave
 - Etc.

Submit the leave request

- Click the **Save as Draft** button when you want to come back later to complete the request – it is usually easier to get the information right before submitting
- Click the **Submit** button when you are ready to start the approval process.
 - This will send the leave request to the Service Center APA who may come to you with questions clarifying your request (leave type, credits, dates)
 - The APA will route the leave request, first to your supervisor (ORU Director or Chair), then to the Dean, and finally to the Vice Provost

The Final Report

After your leave has been approved, you will see a Final Report link in the upper margin of the Leave Request (it will not appear until your Leave Request has been approved). Within 90 days of returning from your academic leave, you must submit a Final Report. Click this link to access the Final Report form.

- Validate that the leave request information is still accurate:

Academic leave history

Type	Start	End	Credits Used	Status
Sabbatical, In Residence (on site) - Full Pay	06/01/2012	06/30/2012		Required APA Attention
Sabbatical - Full Pay	01/01/2013	05/31/2013		Approved, Pending Final Report
Sabbatical - Partial Pay	07/01/2012	12/31/2012		Required APA Attention

Leave Request **Final Report** Create Leave Request

Leave criteria verification

The leave on which I am reporting corresponds with the criteria noted above
 There is a discrepancy in the criteria noted above; I have noted changes below.

Save

- Did you take the type of leave you requested?
- Was your leave for the period of time originally approved?
- If there are no changes, click the first radio button (“The leave on which...”)
- If there was a change in the approved Leave Request, these changes must be approved off-line (discuss with and get approval from your Chair)
 - Record changes by clicking the second radio button (“There is a discrep...”) and describing the changes (type and dates) here

Leave Request Final Report Create Leave Request

Leave criteria verification

The leave on which I am reporting corresponds with the criteria noted above
 There is a discrepancy in the criteria noted above; I have noted changes below.

Save

- Complete the six statements required for the Final Report
 - Refer to the leave request to see how your leave compares with your original plans (Click Save as Draft if you have typed anything into the Final Report form, BEFORE navigating back to the Leave Request)
- When you are satisfied with the text in your Final Report, click Submit
- The Final Report will be routed to the same people who approved the Leave request; it only needs to be approved by the Vice Provost, who may contact you for clarification of information included in your Final Report.

Things to consider

- Talk to your immediate supervisor and your Chair when you begin to formulate plans for your academic leave; be sure to have the appropriate discussions with them about your Leave goals and the timing of your Leave
 - Academic Personnel Manual (APM-740) states that Academic Leave is granted “to enable recipients to be engaged in intensive programs of research and/or study, thus to become more effective teachers and scholars and to enhance their services to the University.”
- Before filling out the form, talk to your Academic Personnel Generalist in your Service Center
 - Don’t know who this is? Start by contacting the person who appears at the bottom of your Advance pages
- You are required to complete the Final Report within 90 days of the end of your Leave