

Basics

- 1. Leave credits:** Paid 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 the leave BEFORE** completing the Leave Request: the candidate should discuss the leave with his/her Chair/ORU Director to validate that the plans match career goals and to ensure that the absence can be covered.
- 6. Approvals:** Chair, Dean, and Vice Provost all must approve the request
- 7. Returning from leave:** Candidate completes 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. Find the Leave Request:** From the For Review tab, select Leave request sub-tab, then click on the name of the candidate whose leave you will review

Overview My CV My Packet Proxy For Review						
Packet						
Leave Request						
Candidate	Department	Series	Rank	Start Date	End Date	Approval Status
Adams, John Quincy	Biochemistry	Adjunct	Associate	07/01/13	12/31/13	Pending Dean Approval
Bush, George W.	Biochemistry	Ladder	Full	09/01/12	06/30/13	Pending Chair Approval
Carter, James	Biochemistry	Ladder	Assistant	01/01/13	06/30/13	Approved, Pending Final Report

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

NOTE: Leave Requests will remain on your For Review page until the Final Report has been approved, after the leave has been completed

Reviewing the leave request

- Review the Leave Request form**
 - o If you are a Chair or ORU Director, have you had a discussion about the leave with the faculty member? If not, arrange time for this discussion to ensure that you understand the goals of the 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.”
 - o Is the Leave Type correct?
 - o Do the requested leave Start and End dates match what has been discussed?
 - o Do you have sufficient academic staff to cover the absence?
 - o Does the candidate have sufficient credits to cover the proposed leave?
 - o Has the candidate completed the necessary text fields and explained the leave sufficiently?
- Review the attached documents (if any):** do they support the candidate’s request for academic leave?
- Review the approvals (if any):** has the Chair approved the leave request?
- Certify:** Select a certification, enter notes, and **click the Certify button**

Leave requested by Jonathan Smith on May 29, 2012 2:16:43 PM

Name	Role	Department	Date
Martin Van Buren	Department Chair	S/M MEDICINE	05/29/2012

Remark: Dr. Smith's requested leave is warranted due to the nature of his research; the department will cover the classes he will miss during the Winter and Spring quarters.

I certify that my unit will compensate for this absence without adversely affecting the unit's budget, teaching, or research activities
 I am sending this request back to the candidate. Specific concerns are noted and will be discussed with the candidate

Remarks

Certify

The Final Report

After the candidate returns from the academic leave she/he must submit a final report. You will have access to this report, but only the Vice Provost can approve the Final Report. You may want to review the Final Report and express your views to the Vice Provost off-line.