

## **Instructions for APM 759 LWOP Requests for the Purpose of Innovation and Entrepreneurship**

### **Activities**

[APM 759](#) provides general guidelines regarding when requests for leaves of absence without pay (LWOP) will be considered by the Executive Vice Chancellor and Provost (EVCP). Leave without pay (LWOP) involving service or activities with an entity or organization outside the University will be considered when the purpose for the leave will enhance a faculty member's contributions to the University upon their return. In general, such leave requests will be considered when the requests involve work at a company that is licensing and commercializing University intellectual property.

Required actions:

- Initiate discussion of the proposed leave with your Dept. Chair using the request form to guide the discussion. Discussion will consider the impact of the requested leave on the teaching, clinical, business, research, service obligations to the department and the potential benefit to the University.
- With the support of your Chair, complete a draft of the request form and consult with Offices of Technology Management, Ethics and Compliance, HR Benefits, and Sponsored Research as outlined on the form.
- Provide a completed draft of the request form to your Chair for review. The Chair or designee will provide the draft to the Dean's Office for Academic Affairs. Please note that the request form should not be signed by yourself or the Chair, until DO/VPAA/Legal review is complete and any requested modifications are incorporated.
- Once the form is reviewed, returned to the Dept. and modifications incorporated, you and your Chair will sign the request form and forward to the Deans office for Academic Affairs for Dean and EVCP signature.
- Leaves under APM 759 will require an approved leave of absence (LOA) form. You or your Dept. representative will contact HR to initiate completion of the LOA form - *For assistance with completing a leave of absence request form, faculty should contact their [HR Academic Generalist](#).*
- Once you receive the completed and approved APM 759 request form with Dean and EVCP signatures, you will complete a category I prior approval request in OATS. The approved APM 759 request form and the approved LOA form will need to be uploaded and attached to the category I prior approval request using the notes tab in OATS.
- The category I request will follow the standard campus review and approval process.

***Please allow 6-12 months for these required actions to be completed.***

Leaves for the purpose of entrepreneurship activities under APM 759 require the following :

- Completed UCSF Request for LWOP for Innovation and Entrepreneurship Activity with Department/School/EVCP approval : [https://facultyacademicaffairs.ucsf.edu/academic-personnel/leaves/UCSF-Request-for-Leave-of-Absence-Without-Pay-\(LWOP\)-For-Innovation-and-Entrepreneurship-Activities-Pursuant-to-APM-759.pdf](https://facultyacademicaffairs.ucsf.edu/academic-personnel/leaves/UCSF-Request-for-Leave-of-Absence-Without-Pay-(LWOP)-For-Innovation-and-Entrepreneurship-Activities-Pursuant-to-APM-759.pdf)

- Approved LOA request form : *For assistance with completing a leave of absence request form, faculty should contact their [HR Academic Generalist](#)*
- Approved Category I prior approval request\*: <https://ucsf.ucoats.org/>

\* Category I Outside Professional Activities request in OATS must be approved BEFORE the leave of absence and activities may begin.