



SABBATICAL & LEAVE OF ABSENCE FORM (UPAY 573) (APM 740)

NAME (Last, First, Middle Initial)	EMPLOYEE ID NO.	DATE PREPARED
TITLE	DEPARTMENT	
ADDRESS WHILE ON LEAVE		

SABBATICAL—COMPLETE A,C,D		LEAVE OF ABSENCE CODES—COMPLETE SECTIONS A & B									
Regular Full Salary	<input type="checkbox"/>	01	Childbearing	<input type="checkbox"/>	04	Personal	<input type="checkbox"/>	08	Admin	<input type="checkbox"/>	13
Regular Partial Salary	<input type="checkbox"/>	02	Extended Illness	<input type="checkbox"/>	05	Workers' Comp	<input type="checkbox"/>	09	Family & Med Leave w/o Pay	<input type="checkbox"/>	15
In Residence Full Salary	<input type="checkbox"/>	03	Gov/Pub Service	<input type="checkbox"/>	06	Military	<input type="checkbox"/>	11	Family & Med Leave with Pay	<input type="checkbox"/>	16
In Residence Partial Salary	<input type="checkbox"/>	14	Prof Dev	<input type="checkbox"/>	07	Special Research	<input type="checkbox"/>	12	Other	<input type="checkbox"/>	99

PAY PERIOD OF LEAVE	BEGIN DATE	RETURN DATE	ACADEMIC YEAR SERVICE	Summer	Fall	Winter	Spring
ACTUAL LEAVE DATES	_____	_____	QUARTERS AFFECTED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A LEAVE SUMMARY	THE REASON FOR OR SPECIFIC PURPOSE FOR PROPOSED LEAVE (SABBATICAL: INCLUDE LOCATION WHILE ON PROPOSED LEAVE)	

	OTHER SOURCES OF INCOME AND AMOUNT WHILE ON LEAVE (SABBATICAL: INDICATE NATURE AND AMOUNT OF ALL INCOME)	

ARE YOU A PRINCIPAL INVESTIGATOR? <input type="radio"/> Yes <input type="radio"/> No		HAS SPONSORING AGENCY APPROVED SUBSTITUTE? <input type="radio"/> Yes <input type="radio"/> No
Name of Substitute: _____		

B LEAVE OF ABSENCE	DISPOSITION OF WORK WHILE ON LEAVE:	

U.C. COMPENSATION WHILE ON LEAVE:		IS THIS AN EXTENSION OF A PREVIOUS LEAVE?
<input type="radio"/> No Salary <input type="radio"/> Full Salary <input type="radio"/> Other % _____		<input type="radio"/> Yes <input type="radio"/> No

C SABBATICAL LEAVE	I hereby certify that I have read the Standing Order of the Regents 103.4 and the Regulations of the President governing the award of sabbatical leaves, and that I shall accept the requested leave, if granted, under the conditions set forth in these regulations and shall continue my service at the University following said leave or a period of at least equal to the period of the leave.	
	(FOR SABBATICAL LEAVE ONLY)	
_____		_____
EMPLOYEE SIGNATURE		DATE

D CHAIRPERSON FOR SABBATICAL LEAVE	IF IN-RESIDENCE, WHAT COURSES PER QUARTER TO BE TAUGHT BY APPLICANT: (FOR SABBATICAL LEAVE ONLY)					
	QUARTER: _____	QUARTER: _____	QUARTER: _____			
	COURSES: _____	COURSES: _____	COURSES: _____			
	NAMES: _____	NAMES: _____	NAMES: _____			
	DOES APPLICANT HAVE FULL RESPONSIBILITY FOR COURSES? <input type="radio"/> Yes <input type="radio"/> No					
If necessary to employ substitute, what addition to department budget is required? _____						

REMARKS	_____					
	PREPARED BY _____		DATE _____		EMPLOYEE SIGNATURE _____	
				DATE _____		

APPROVAL	DEPARTMENT CHAIR _____		PROVOST _____	
	DATE _____		DATE _____	
DEAN _____		PROVOST & EXECUTIVE VICE CHANCELLOR _____		
DATE _____		DATE _____		

Standing Order 103
Special Provisions Concerning Officers, Faculty Members, and Employees of the University

² 103.4 Sabbatical Leaves

Professors, Associate Professors, Assistant Professors, persons of equivalent rank, and Cooperative Extension Specialists, Advisors, and Agronomists shall be entitled, upon approval of the President, to the privilege of a sabbatical leave of absence from regular scheduled duties, following a prescribed period of service in the University as academic appointees with the rank of Instructor or higher, or equivalent rank, or with such other titles as the Board may approve.

Sabbatical leaves are 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.

A regular sabbatical leave of absence at less than full salary may receive an additional salary: (1) by appointment to the Miller Institute for Basic Research in Science, the Institute for Creative Arts, or the Humanities Institute, or such organized research programs as the Board may approve for this purpose; or (2) for limited service on a research or teaching project in a foreign university or for work on a research project, provided such research or teaching project is administered by the University with funds from government or private grant or contract, and provided further that the terms of such grant or contract specifically authorize such usage of such funds and when the work to be

performed by the recipient will promote the purpose of the leave. A sabbatical leave of absence in residence at the University may be granted, provided that, in addition to a program of research, writing, or equivalent activity at one of the University campuses, such person will teach at a University campus one class, meeting regularly at least three hours each week, or will perform an equivalent amount of instructional service in a course or courses regarded as essential to the program of that campus. An appointee on sabbatical leave of absence in residence shall be freed from all other teaching obligations and from all committee and administrative work.

A sabbatical leave of absence may be taken at varying percentages of regular salary in accordance with regulations established by the President.

A sabbatical leave of absence shall be granted and accepted only with the understanding that the recipient, following leave of absence, will continue service at the University for a period at least equal to the period of the leave, unless specifically approved by the President.

¹ As amended 1-21-83.

Privacy Notification
State

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information:

The principal purpose for requesting the information on this form is to process paychecks. University policy authorizes maintenance of this information.

Furnishing all information requested on this form is mandatory – failure to provide such information will delay or may even prevent completion of the action for which the form is being filled out. Information furnished on this form may be used by various University departments for payroll and personnel administration, and will be transmitted to the Federal and State governments as required by law.

Individuals have the right to review their own records in accordance with University personnel policy and collective bargaining agreements. Information on applicable policies and agreements can be obtained from campus or Office of the President Staff and Academic Personnel Offices.

The officials responsible for maintaining the information contained on the form: Office of the President and Campus Academic and Staff Personnel Managers or Campus Accounting Offices.