

**FACULTY LEAVE REQUEST FORM for SABBATICAL, COURSE BUYOUT, & OTHER LEAVES WITH OR WITHOUT PAY**

INSTRUCTIONS FOR USE OF THIS FORM: Faculty should complete the applicable section(s) by checking the appropriate boxes, attach additional justification where required, and submit the form to their department office. Department Chairs/Directors should complete the box on the reverse side and submit the form to the divisional academic personnel office. All leaves are tentative until approved in writing by the dean.

**FACULTY NAME:** \_\_\_\_\_ **DEPARTMENT/UNIT:** \_\_\_\_\_

**NONE:** I do not plan to request any leave in 2018-19.

**FAMILY/MEDICAL:** I anticipate that I will request a family-related or medical leave in, including Family Medical Leave, Childbearing Leave, Parental Leave, or Active Service-Modified Duties Status, for the dates: \_\_\_\_\_  
Please contact the divisional academic personnel office to discuss family-related and medical leaves and to obtain the necessary request forms. Checking this box does NOT constitute an official request, but allows the department to plan for the curriculum accordingly.

**SABBATICAL:** To request a sabbatical leave in 2018-19, check the appropriate box(es) below **and attach a separate page addressing the information required by APM 740-94 listed(A thru E) on the reverse side of this form.** For information about regular sabbatical at less than 67 percent or sabbatical in residence, contact the divisional academic personnel office.

	SUMMER 2018 (11-mo. faculty only)	FALL 2018	WINTER 2019	SPRING 2019
100% pay (9 credits per quarter)				
89% pay (8 credits per quarter)*				
78% pay (7 credits per quarter)*				
67% pay (6 credits per quarter)*				
Sabbatical at another % pay*				
Sabbatical in Residence (see APM 740-8 b. for definition and criteria)				

\*(Optional) I wish to supplement my sabbatical pay up to the 100% maximum with the following extramural fund source, to which an equivalent amount of effort will be dedicated:

Account Name \_\_\_\_\_ Account Number \_\_\_\_\_

I hereby certify that I shall accept the requested leave, if granted, under the terms and conditions of the Standing Orders of the Regents and the Regulations of the President, and that I shall continue my service to the University following a sabbatical leave for a period of time at least equal to the period of the sabbatical leave.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**COURSE BUYOUT:** A faculty member may use extramural funds to be compensated for research or professional activities in lieu of teaching one course. To request a course buyout in 2018-19, complete the following information. Buyout requests are subject to funding approval.

Course Name \_\_\_\_\_ Course Number \_\_\_\_\_ Quarter \_\_\_\_\_

Account Name \_\_\_\_\_ Account Number \_\_\_\_\_

I understand that, if a course buyout is granted, 45 percent of my salary and benefits will be charged to this fund source for the four-month pay period of the corresponding quarter (Fall=July-October; Winter=November-February; Spring=March-June), and that this is an accurate reflection of my effort during that quarter.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**OTHER LEAVE:** To request other absences in 2018-19, check the appropriate type below. Please provide a brief description of the purpose of the leave. If the leave is to accept a position at another institution, please attach a copy of the invitation letter. The letter should address what is the status of the position (e.g., visiting, tenure-track, permanent), any compensation and service dates?

\_\_\_ **PROFESSIONAL LEAVE WITH PAY** of more than 15 days (APM 752): A faculty member may be granted leave with pay to attend a professional meeting or for University business. Leaves of 1-15 days may be granted by the department chair. The chair, in conjunction with the faculty member (per departmental protocol), will determine what constitutes adequate replacement during the period of leave.

\_\_\_ **CHANGE OF DUTY STATION** (CAPM 902.000): A change of duty station is appropriate when a faculty member's regular, ongoing, University duties must be carried out at a location other than the campus. The request must have some time aspect; e.g., the facilities or the material to be studied are only available at certain periods of the year. The faculty member is not relieved of teaching, research, or service duties, but carries out these responsibilities at a different location. Change of Duty Station does not affect sabbatical accrual or merit eligibility.

\_\_\_ **OTHER LEAVE WITH PAY** (APM 750, 751, 758): Leaves of absence with full pay for other good cause may be granted to faculty members. Leaves of absence to perform service for an outside agency (including corporations, individuals and institutions) when such service is compensated by the outside agency are not granted with pay.

\_\_\_ **OTHER LEAVE WITHOUT PAY** (APM 759): Leaves of absence without pay for other good cause may be granted to faculty members.

**TO BE COMPLETED BY DEPARTMENT CHAIR:**

Has the faculty member submitted all Outside Professional Activity (APM 025) annual reports? \_\_\_\_\_

*I recommend that this sabbatical, course buyout, or other leave be (check one):* \_\_\_\_ Approved      \_\_\_\_ Denied

Comments (optional):

*Chair Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*UCO Director Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_  
*(for 11-month Astronomers only)*

**Academic Personnel Policy 740-94: Sabbatical Leave Application**

This application form shall be accompanied by a statement providing in detail the following information:

- a. A brief history of the project, from inception through progress to date and projection as to completion date. This history shall include a description of the applicant's preparation and any significant contributions already made in the field of activity with which the project is concerned.
- b. Significance of the project as a contribution to knowledge, to art, to a particular profession; or as an expected contribution to the applicant's increased effectiveness as a teacher and scholar.
- c. Name(s) of the location(s) or institution(s) where the project will be carried on, and the names of authorities, if any, with whom it will be conducted.
- d. Assurances of cooperation, or authorization to conduct the project, received from individuals, institutions, or agencies.
- e. Description of all financial support expected during the sabbatical leave, including any fellowship, grant, government-sponsored exchange lectureship, or payment for contract research. (See also APM - 740-18 and 740-19 and APM – 025).

**Policy References and Contact Information:**

- Academic Personnel Manual (APM): <http://www.ucop.edu/acadadv/acadpers/apm/welcome.html>
- Campus Academic Personnel Manual (CAPM): <http://apo.ucsc.edu/policy/capm/index.html>
- Standing Orders of the Regents: <http://www.universityofcalifornia.edu/regents/bylaws/standing.html>
- For questions about faculty leave policies, please contact your Divisional Academic Personnel Coordinator.

**DIVISION USE ONLY:**

Sabbatical credit balance as of June 30, 2018: \_\_\_\_\_

If approved, sabbatical credit balance as of June 30, 2019: \_\_\_\_\_

Will sabbatical credits accrue during the leave? \_\_\_\_\_

Will leave count as time at rank and step for merit eligibility? \_\_\_\_\_

Will leave count toward 8-year limit of service in the Assistant Professor rank? \_\_\_\_\_

Sabbatical Leave Report Due Date: \_\_\_\_\_

Comments:

\_\_\_\_\_(PBS-APO) Dean's letter has been sent

\_\_\_\_\_(PBS-APO) Spreadsheet updated for Divisional Resources Unit