

## Delegation of Authority for Leaves of Absence

**NOTE:** Leaves requiring Vice Provost approval must be submitted to the Vice Provost's Office no later than one quarter prior to effective date of leave.

| Status | Leave Type                                                          | Duration                       | Approval Authority |
|--------|---------------------------------------------------------------------|--------------------------------|--------------------|
| Unpaid | Any <sup>1</sup>                                                    | Any                            | Vice Provost       |
| Paid   | Bereavement                                                         | Any                            | Vice Provost       |
|        | Change of Duty Station                                              | Any                            | Vice Provost       |
|        | Childbearing Leave <sup>1</sup>                                     | Any                            | Vice Provost       |
|        | Education Abroad/Summer Abroad                                      | Any                            | Dean               |
|        | Employee's Serious Health Condition (SHC) <sup>1</sup>              | Any                            | Vice Provost       |
|        | Family Illness/Injury <sup>1</sup>                                  | Any                            | Vice Provost       |
|        | Family Serious Health Condition (SHC) <sup>1</sup>                  | Any                            | Vice Provost       |
|        | Investigatory Leave                                                 | Any                            | Vice Provost       |
|        | Jury Duty                                                           | Any                            | Dean               |
|        | Leave in Lieu of Sabbatical <sup>1</sup>                            | Any                            | Vice Provost       |
|        | Medical Leave/Faculty Medical Leave-FMLA/CFRA/PDLL <sup>1</sup>     | Any                            | Vice Provost       |
|        | Medical Leave/Faculty Medical Leave-Non FMLA/CFRA/PDLL <sup>1</sup> | 1-7 calendar days              | Department Chair   |
|        |                                                                     | 8+ calendar days               | Vice Provost       |
|        | Military Caregiver <sup>1</sup>                                     | Any                            | Vice Provost       |
|        | Military Leave <sup>1</sup>                                         | Any                            | Vice Provost       |
|        | Military Spouse/Domestic Partner Leave                              | Any                            | Vice Provost       |
|        | Other Circumstances                                                 | Any                            | Vice Provost       |
|        | Other Leave for Record Keeping Purposes <sup>3</sup>                | Any                            | Vice Provost       |
|        | Parental Bonding <sup>1</sup>                                       | Any                            | Vice Provost       |
|        | Parental Leave under APM or IX <sup>1</sup>                         | Any                            | Vice Provost       |
|        | Personal Leave                                                      | Any                            | Vice Provost       |
|        | Pregnancy Disability <sup>1</sup>                                   | Any                            | Vice Provost       |
|        | Professional Development                                            | 1-7 calendar days              | Department Chair   |
|        |                                                                     | 8-30 calendar days             | Dean               |
|        |                                                                     | 31+ calendar days <sup>1</sup> | Vice Provost       |
|        | Qualifying Exigency                                                 | Any                            | Vice Provost       |
|        | Sabbatical <sup>1</sup>                                             | Any                            | Vice Provost       |
|        | Service to Government Agencies <sup>1</sup>                         | Any                            | Vice Provost       |
|        | Suspension/Corrective Action                                        | Any                            | Vice Provost       |
|        | Temporary Layoff                                                    | Any                            | Vice Provost       |
|        | Vacation leave <sup>2</sup>                                         | Any                            | Department Chair   |
|        | Worker's Comp/Worker's Comp Extended Sick Leave (ESL) <sup>1</sup>  | Any                            | Vice Provost       |

For information on the campus Work Life program and Active Service Modified Duties, see APM 760 and the Work Life page on the Academic Affairs website.

<sup>1</sup>Following approval, leave must be entered into UCPATH Extended Absence, including any necessary takes for vacation, sick, FMLA, CFRA, PDL hours.

<sup>2</sup>Following approval, vacation leave must be entered into UCPATH so the vacation hours can be decremented in absence management.

<sup>3</sup>Includes off-duty university travel (e.g., academic-year appointed faculty member doing summer professional development on their own time) and 025/671 Activities that require a leave.