



## INSTRUCTIONS FOR PREPARING: UPAY573 SABBATICAL LEAVE / SPECIAL LEAVE OF ABSENCE

Instructions follow for boxes that may not be self-explanatory. (Instructions Number refers to the box number on the form.)

Refer to PAYROLL/PERSONNEL SYSTEM DEPARTMENT PROCEDURES MANUAL for complete instructions.

### SABBATICAL LEAVE

9. Type of Leave: Indicate type of leave. If it is partial salary, indicate the percent of time of the leave in the Remarks Section. Note: Where the terms of a grant or contract permit and where funds are available, the salary of a faculty member working on an extramurally financed project during sabbatical leave shall be charged to the project according to the actual proportion of time and effort expended on the project. Academic employees who will receive partial salary while on sabbatical leave may obtain full retirement credit by making their contribution and the Regent's retirement contribution on the remaining percentage. For further information, write to the UCRS office in Oakland, or contact the local campus representative from that office.

10. Pay Period of Leave:

For a fiscal year appointee, a quarter of sabbatical leave is for one fourth (three months) of the calendar year. Therefore, the effective pay period is three months, 6 months, or 9 months, as the case may be. A sabbatical leave may neither begin nor end within the period of an academic quarter except by specific permission of the Chancellor.

For academic year appointees, the actual service period differs from the pay period. For accounting purposes, enter the pay period of leave.

11. Academic Year Appointees Service Quarters of Leave: A quarter of sabbatical leave is defined by the academic calendar. Thus, the effective service period of one quarter sabbatical leave begins with and ends with the Academic calendar quarter; a two quarter sabbatical leave begins with the beginning of the first quarter and ends with the end of the second quarter, etc. Indicate the year under the quarter shown.

12. Reason For or Specific Purpose of Proposed Leave: Explain details in Sabbatical Leave Program Statement.

13. Other Sources of Income While on Leave: Explain sources of other income during sabbatical leave. Include fellowships, sponsored research, etc.

Approvals: Type name and date over signature so they appear on all remaining copies. The University Academic Personnel Manual contains policy for authorized approval signature for academic appointments.

**SPECIAL LEAVE OF ABSENCE** Use this form for: Academic: Authorized leaves of absence with full salary for periods in excess of seven days, and authorized leaves of absence without salary or with partial salary. OR Staff: Unanticipated absences without salary for thirty days or more, leaves of absence for personal reasons and temporary layoff.

10. and 11. Pay Period of Leave and Academic Year Service Quarters Affected: Indicate begin date for pay period of leave. The return date is the day after the pay period ends, and the employee's records will revert to active status. For academic year appointees, indicate the service quarters affected by leave.

13. and 14. These Items Are Completed for Academic Employees Who Are Going on a Leave of Absence.

17. Disposition of Work While on Leave: For academic teaching titles, indicate courses and names of persons to be in charge. For staff, indicate whether a replacement is being hired or if the work will be absorbed by other staff members.

18. Compensation While on Leave: For academic appointees who are to receive compensation during leave, refer to the Academic Personnel Manual. For staff employees, contact campus Personnel office.

Approvals: The Academic Personnel Manual contains policy for authorized approval signatures for academic appointments. Campus Personnel Office must approve forms for staff personnel. Employee's signature is optional on this form except in those cases required by campus procedure. In addition to the signature, the name of each officer who signs and the date of approval should be typed by each office so they appear on all of the remaining copies.

### **STANDING ORDER 103. SPECIAL PROVISIONS CONCERNING OFFICERS, FACULTY MEMBERS, AND EMPLOYEES OF THE UNIVERSITY**

#### 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 Present, 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, within policies established by the Board, may be granted by the President, provided, however, that the recipient of a regular leave of absence at less than full salary may receive an additional salary such that the total salary does not exceed the recipient's regular 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 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 free 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.

As Amended 1-21-83.

### STATE PRIVACY NOTIFICATION

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 pay checks. 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 this form: Office of the President and Campus Academic and Staff Personnel Managers or Campus Accounting Offices.