

LEAVE OF ABSENCE FOR SENATE FACULTY PHARMACEUTICAL SCIENCES

Academics appointed on an academic year basis are required to be on campus during the fall, winter and spring service periods, as well as during any periods for which they earn summer salary. Absences during these times fall under one of the following categories: holiday, jury duty, or **leave of absence**. This document refers to leave of absence only.

The leave of absence categories are:

- Sick Leave
- Childbearing and Parental Leave
- Sabbatical Leave*
- Leave to Attend a Professional Meeting
- Leave for Service to a Government Agency
- Military Leave
- Other Leave With Pay
- Other Leave Without Pay

** For sabbatical leave, refer to the Department's "Sabbatical Leave FAQ" document.*

Leaves of seven (7) calendar days or less:

No action is required

Leaves of eight (8) days or more:

The appointee should fill out the Leave of Absence Form (UCI-AP-76) and submit it to the Personnel Analyst, who will obtain the appropriate approvals.

- Agency approval is typically not required for leaves under 30 days, and sometimes longer depending on the grant. However, the appointee will need to check and follow the requirements of his or her grant(s).
- Ideally leave should be requested at least 2 weeks before the proposed leave. However, absences of longer than 30 days should be requested well in advance.
- Depending on the type and length of leave, the payroll system may be updated.

Leave of Absence Form (UCI-AP-76): <http://www.ap.uci.edu/Forms/APforms/UCI-AP-76.pdf>

References – University Policy

Academic Personnel Procedures 7: http://www.ap.uci.edu/APP/7-10_leaves.html

Academic Personnel Manual 700 - 760: <http://www.ucop.edu/academic-personnel/academic-personnel-policy/benefits-and-privileges/index.html>