An academic appointee is considered to be on a leave of absence any time he or she takes a leave from normal duties during the prescribed periods of service.

- **Fiscal year appointees** are in service to the university throughout the year, except during official university holidays.
- **Academic year appointees** are expected to be in residence from the first day of the fall quarter through the last day of the spring quarter except during official university holidays. Academic year appointees may be absent during the periods between quarters without requesting an official leave, unless they are traveling on official university business.

**Advance Approval**

- Required for leaves of eight (8) calendar days or more during service periods.
- Submit a Leave of Absence Form (UCI-AP-76) to the Personnel Analyst.
- 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).
- Depending on the type and length of leave, the payroll system may be updated.

**Vacation Leave Reporting & Accrual for Fiscal Year Faculty**

By the 6th of each month login to the Time Reporting System (TRS) to report vacation leave for the previous month (i.e., report July leave by August 6).

- **TRS Resources**
- Report in full day (8 hour) increments
- Only report if you do not work at all on a day you would normally be scheduled to work; this means you do not report leave if you work a partial day.
- You cannot claim vacation before it is accrued; view your leave balance in UPath and TRS.
- 100% time faculty accrue 16 hours of vacation each month.

**Sabbatical Leave for Academic Year Faculty**

**APP 7-13**

*What to do if you’re taking a sabbatical*