

APPROVAL REQUIREMENTS FOR ACADEMIC LEAVES OF ABSENCE

TYPE	DURATION OF LEAVE	REQUIRED FORMS AND DOCUMENTATION	APPROVER
Vacation Leave	Any duration (APM 730)	Departmental form	Department Chair
Personal Medical/ Sick Leave ^{*+^}	1-7 calendar days (APM 710)	Departmental form	Department Chair
Professional Development/ Special Research with Salary	1 – 7 calendar days (APM 752)	Departmental form	Department Chair
Professional Development/ Special Research with Salary	8 – 30 calendar days (APM 758)	Academic Forms On-Line System Form with leave itinerary	Dean
Professional Development/ Special Research [*]	Over 30 calendar days (exceptional leave) (APM 758)	Academic Forms On-Line System Form with leave itinerary and reason for exception	Vice Provost - Academic Affairs
Gov't/Public Service with salary [*] (See APM 750-4 for definition)	1 – 30 calendar days (APM 750)	Academic Forms On-Line System Form with letter explaining need for absence	Vice Provost - Academic Affairs
Military Leave with or without salary [*]	Any duration (APM 751)	Academic Forms On-Line System with letter explaining need for absence	Vice Provost - Academic Affairs
Childbearing Leave ^{1*+^}	Any duration (APM 760)	Academic Forms On-Line System Form with FML paperwork if eligible	Vice Provost - Academic Affairs
Family Care Leave ^{*+^}	Any duration (APM 715)	Academic Forms On-Line System Form with FML paperwork if eligible	Vice Provost - Academic Affairs
Sabbatical Leave [*]	Any duration (APM 740)	Academic Forms On-Line System with Sabbatical Application Statement	Vice Provost - Academic Affairs
All other leaves with pay	Any duration	Academic Forms On-Line System with letter explaining need for absence	Vice Provost - Academic Affairs
Leaves without Pay	Any duration	Academic Forms On-Line System with letter explaining need for absence	Vice Provost - Academic Affairs

All requests for leaves of absence over 7 days will be routed through your Dean's Office prior to approval by the Vice Provost. **Forms must be submitted to the Vice Provost no later than 1 quarter prior to effective date of leave.**

¹Note: The campus' worklife program should be reviewed and considered as central funds are available to cover replacement teaching costs for the childbearing mother. See <http://academicaffairs.ucdavis.edu/programs/work-life/index.html>

For Units who are not using Forms On-Line, please submit a UPAY 573 form- the Sabbatical Leave/Special Leave of Absence form via the department chair or unit head.

Vacation leave for fiscal-year appointees may be approved by the department chair.

For Active Service Modified Duties (ASMD), which is NOT a leave, see [APM 760](#) and <http://academicaffairs.ucdavis.edu/programs/work-life/index.html>. Any requests for ASMD that do NOT request replacement teaching for work life related reasons as noted on the website need not be submitted to the level of the Vice Provost. Such requests can be approved the Dean.

*Following approval, action must be entered through the Payroll System.

+Family and Medical Leave (FML) Designation: It is the responsibility of the department (or other specified unit) to (1) designate leave, unpaid or paid, as qualifying for family and medical leave if the leave meets the requirements set forth in APM-715, and (2) maintain all completed FML paperwork on file within the department, noting such on the UPAY 573.

^All leave requests with an FML designation require approval from the Vice Provost – Academic Affairs.