

## Types of Academic Leaves

- This document does not replace campus and University policies as detailed in the Red Binder and APM.
- Academic year appointees are expected to be present from the beginning of the Fall quarter through the end of the Spring quarter. Any appointee returning after the beginning of Fall quarter or leaving before the end of Spring quarter should apply in advance for a leave of absence in accordance with APM 700-0.
- All leaves and releases need to be formally requested by the faculty member, endorsed by the Chair, and forwarded to the College for review/approval.
- One (1) sabbatical credit is accrued per quarter if the faculty member is on regular duties at 50% or greater.
- A faculty member cannot teach at another university while on a paid leave from UCSB.
- All exceptions, late requests, and interdivisional requests require the AVC's approval.

**Sabbatical Leave:** A leave from all regular duties for full-time research and/or study

- Nine (9) sabbatical credits per quarter at full salary; Six (6) sabbatical credits per quarter for 2/3 salary
- A "Sabbatical Leave in Residence" is a leave during which the faculty member is in physical residence during the quarter(s) and teaches a regularly scheduled class that meets at least three hours per week (not a 599). A total of six (6) sabbatical credits are required for each quarter of in residence sabbatical at full salary.
- In both cases, the sabbatical must not disrupt the teaching program or other vital operation of the University and the faculty member must return for active service for a period equal or greater to the leave period. Sabbaticals should be requested three months prior to the start of the *pay period* of the proposed leave.
- RB VI-1 and RB VI-2; APM 740-0, 740-8.a, 740-8.b, 740-16.b

**Special Leave:** A leave granted to allow a faculty member to accept a competitively awarded, nationally and internationally recognized fellowship or award. Salary supplements will be provided to make up the difference between the fellowship award and the faculty member's salary. The College requires nine (9) credits to be forfeited in exchange for an annual supplement.

- Faculty member must return for active service for a period equal or greater to the leave before requesting any additional leaves.
- Salary supplements are not awarded for teaching fellowships/awards.
- See RB VI-7 and <http://www.college.ucsb.edu/faculty-staff/salary-supplements>

**Release to Grant:** Grant funds may replace all or part of a faculty member's regular salary for a limited amount of time. This is **not** additional compensation. A faculty member should work with their department, Chair, and administering unit (e.g., IHC, ISBER) on the grant proposal and funding details.

- See RB VI-14 and APM 667
- L&S Course buy-out program can be found at <http://www.ltsc.ucsb.edu/faculty-staff/funding/buy-out>

**Short-Term Absence:** Faculty are required to be present during the academic year. Any faculty member returning after the beginning of fall quarter or before the end of spring needs to formally request an absence.

- Absences on holidays/non-service days do not need to be requested or approved.
- Absences up to 7 calendar days can be approved by the Chair.
- Absences of 8-30 calendar days are to be endorsed by the Chair and approved by the Dean.
- Absences of over 30 days will not be granted, except without pay, if approved by the Chancellor.
- RB VI-1.I.B & D and APM 758-16

**Medical Leave:** A faculty member may request leave of up to one quarter at a time with full pay during his/her own illness, or to take care of an ill child, parent, spouse, or domestic partner.

- UC is required by federal law to designate a qualifying leave as approved Family & Medical Leave (FML). <http://www.hr.ucsb.edu/disability/family-medical-leave>
- With less than 10 years of service, 2 quarters maximum within a 10-year period
- With 10 or more years of service, 3 quarters maximum within a 10-year period
- RB VI-3 and APM 710-11

**Childbearing Leave:** A faculty member who is the birth mother of an expected child may request up to 6 weeks of childbearing leave at full pay, if she has already served at least one year of service. If her service is less than one year, the paid leave time is reduced accordingly.

- May be taken in conjunction with ASMD or a leave without pay
- Requests should be made three (3) months in advance and should indicate an estimated delivery date
- RB VI-4 and APM 760-25

**Active Service Modified Duties (ASMD):** A faculty member who is taking care of an infant or newly-adopted child under five years of age may request ASMD with full pay. During ASMD normal duties are reduced as negotiated with the Department Chair.

- An individual other than the birth mother is eligible for up to one (1) quarter
- Birth mother is eligible for up to two (2) quarters total of ASMD (or Childbearing Leave+ASMD, two quarters total)
- Must be used three (3) months prior through twelve (12) months following the birth or placement
- Request must include statement certifying 50% or more responsibility of child
- RB VI-5 and APM 760-28

**Leave without Salary:** A faculty member may be granted a leave without salary for up to one year for professional development or personal reasons upon approval of the Dean. Extension beyond one year is only granted where there *is a clear benefit to the campus and requires the AVC's approval.*

- If a faculty member accepts a position elsewhere, additional leave time will not be granted.
- RB VI-7 and APM 759