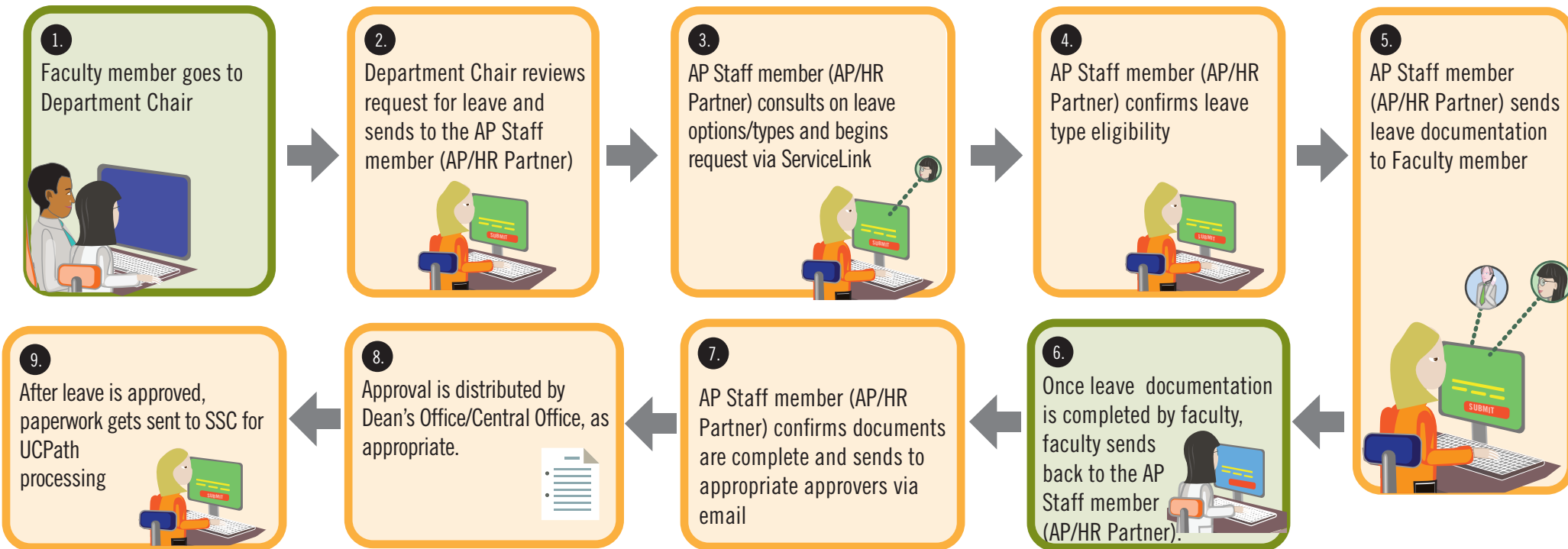# EXTENDED LEAVE

Extended Leave Administration validates an employee's eligibility for leave, designates the appropriate leave, manages the employee's leave, and ends that status at the appropriate time.

TOPIC: HOW TO REQUEST A SABBATICAL LEAVE

1. Faculty member goes to Department Chair

2. Department Chair reviews request for leave and sends to the AP Staff member (AP/HR Partner)

3. AP Staff member (AP/HR Partner) consults on leave options/types and begins request via ServiceLink

4. AP Staff member (AP/HR Partner) confirms leave type eligibility

5. AP Staff member (AP/HR Partner) sends leave documentation to Faculty member

9. After leave is approved, paperwork gets sent to SSC for UCPath processing

8. Approval is distributed by Dean's Office/Central Office, as appropriate.

7. AP Staff member (AP/HR Partner) confirms documents are complete and sends to appropriate approvers via email

6. Once leave documentation is completed by faculty, faculty sends back to the AP Staff member (AP/HR Partner).

CURRENT STATE ROLE:	FUTURE STATE ROLE:
AP STAFF MEMBER	INITIATOR
DEAN'S OFFICE, DEPARTMENT CHAIR AND IF NON ROUTINE ACADEMIC PERSONNEL CENTRAL OFFICE	APPROVER

■ **FACULTY RESPONSIBILITIES**   ■ **AP STAFF RESPONSIBILITIES**

Note: SSC = Shared Services Centers

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