Basics

1. **Leave credits:** Faculty earn one credit per quarter (can accrue up to 40 credits) and "spend" three credits per month when taking academic leave.
2. **Sabbatical Leave:** Only Ladder Rank faculty are eligible for Sabbatical Leave. "Sabbatical In Residence" leave means you are staying at UCSF for the duration of your approved leave, and the leave costs fewer credits (67%).
3. **Professional Development Leave:** Faculty in the Clinical X, In Residence, HS Clinical, and Adjunct series are eligible for this kind of leave.
4. **Full pay/Partial pay:** Historically, most leaves have been "full pay"; for details related to partial pay leaves, refer to APM-740, Chart II.
5. **Plan the leave** BEFORE completing the Leave Request: the candidate should discuss the leave with his/her Chair/ORU Director to validate that the plans match career goals and to ensure that the absence can be covered.
6. **Approvals:** Chair, Dean, and Vice Provost all must approve the request
7. **Returning from leave:** Candidate completes the Final Report; it will be visible to Chair, Dean, and Vice Provost; only the Vice provost approval is required.

Getting Started

Log into Advance: Log into Advance using MyAccess: Advance will be listed as an application you can select; clicking on the application name will open a new browser and take you directly into the Advance system.

Leave Requests

One way to find Leave Requests

1. **Select Leave Requests:** From the Overview tab, select Leave Requests,
2. **Sort** by Dates or Status by clicking on the column header
3. **Select** a Leave Request by clicking on the leave Type

Another way to find Leave Requests

1. **Click on Candidate Mgmt** and find a candidate
2. **Click on the Leave tab** to view any active Leave Requests

Managing Leave Credits

Click on the Profile tab of any candidate to modify the Leave Credit balance or run the Academic Leave Credit History report

Academic leave request

- **Review the Leave Request form**

  o Is the Leave Type correct?
  o Are the dates reasonable?
  o Has the candidate completed the necessary text fields and explained the leave sufficiently for academic review?

- **Enter the leave credits** required for the requested type/period
  o Charge three credits for each month of full-pay leave (two/mo for In Res leave)
  o To calculate credits required for partial pay leaves, refer to APM-740, Chart II.

- **Attach any documents** that the candidate wants to include to support her/his request for academic leave

- If the candidate requests that the Leave Request be withdrawn, select "☐ Withdraw Leave Request"

- If you and the candidate decide that the Leave Request needs significant revision, select "☐ Enable Candidate to edit this Leave Request"

- When you are ready to add approvers to the Leave Request, select "☐ I certify this Leave Request is ready for Review"

- If you have made any adjustments to the Leave Request (type, dates, credits, or Withdraw/Enable/Certify), **click Save**

Approval process

- Click the **Approver List** link at the top of the Leave Request form

- **Click Add Approver button** and select the names of the candidate's supervisor (could be an ORU Director or Chair) and/or Chair (VPAA APA will add Dean and VPAA)

The search will display all ORU Directors and Chairs for Service Center APAs and will include Deans and VPAAs for VPAA APAs. Service Center APAs need to select ALL appropriate approvers of this Leave Request:

  - ORU Director (if applicable)
  - Chair
  - Joint Chair(s) (if applicable)

VPAA APAs will add Deans and Joint Deans (when appropriate) and VPAA

- **Click the Add button** at the bottom of the search results page to add the selected approvers to the Leave Request

- Once names are added to the Leave Request:
  - The system will add the Leave Request to the ORU Director and Chair(s) For Review page
  - All of the Approvers at each level must approve the Leave Request in order for it to move to the next level. The levels are:
    - ORU Director/Chair
    - Dean
    - VPAA
  - The Dean will NOT see the Leave Request on his/her For Review page until all of the ORU Directs and Chairs who have been added to the Leave Request have approved the Leave Request

Monitor the leave request process

- Leave Requests will appear on your Overview page from the time they are Submitted by the candidate until they have been removed from the queue through either a Withdrawal or when the VPAA APA moves the Leave Request to a Complete status.

- The Status field on the far right shows you where the Leave Request is in process. Values for this field include:
  - Pending Initial Approval = leave request submitted
  - Pending Chair Approval = leave request "certified" by APA
  - Pending Dean Approval = leave request approved by Chair
  - Pending VPAA Approval = leave request approved by Dean
  - Requires APA Attention = an approver has selected "I am sending this…"
    - This value allows APA to "Enable Candidate to edit…"
  - Approved, Pending Final Report = leave request approved by VPAA
  - Final Report Submitted = candidate has submitted final report
  - Completed = VPAA has approved the Final Report
  - Closed = item moved to History, not visible on For Review/Overview

Things to consider

- Talk to the candidate – don't rely on Advance for communication!
  - Find out from the candidate who needs to approve this Leave Request besides the Chair – is there a PI who needs to add a statement (email, letter. etc.) as an attachment to the Leave Request to ensure the Chair that it's OK to be without this candidate for the time indicated on the Leave Request?
- Encourage the various approvers to look for the Leave Request so it does not get ignored in the approval process
- You will receive an email reminder to change the payroll record for the candidate just prior to the start of the leave
- Visit the Leave Requests part of your Overview page regularly to check on the status of Academic Leave Requests