Delegation of Authority for Leaves of Absence

NOTE: Leaves requiring Vice Provost approval must be submitted to the Vice Provost's Office no later than one quarter prior to effective date of leave.

Status	Leave Type	Duration	Approval Authority
Unpaid	Any[1]	Any	Vice Provost
Paid	Bereavement	Any	Vice Provost
	Change of Duty Station	Any	Vice Provost
	Childbearing Leave[1]	Any	Vice Provost
	Education Abroad/Summer Abroad	Any	Dean
	Employee's Serious Health Condition (SHC)[1]	Any	Vice Provost
	Family Illness/Injury[1]	Any	Vice Provost
	Family Serious Health Condition (SHC)[1]	Any	Vice Provost
	Investigatory Leave	Any	Vice Provost
	Jury Duty	Any	Dean
	Leave in Lieu of Sabbatical[1]	Any	Vice Provost
	Medical Leave/Faculty Medical Leave-FMLA/CFRA/PDLL[1]	Any	Vice Provost
	Medical Leave/Faculty Medical Leave-Non FMLA/CFRA/PDLL[1]	1-7 calendar days	Department Chair
		8+ calendar days	Vice Provost
	Military Caregiver[1]	Any	Vice Provost
	Military Leave[1]	Any	Vice Provost
	Military Spouse/Domestic Partner Leave	Any	Vice Provost
	Other Circumstances	Any	Vice Provost
	Other Leave for Record Keeping Purposes[3]	Any	Vice Provost
	Parental Bonding[1]	Any	Vice Provost
	Parental Leave under APM or IX[1]	Any	Vice Provost
	Personal Leave	Any	Vice Provost
	Pregnancy Disability[1]	Any	Vice Provost
	Professional Development	1-7 calendar days	Department Chair
		8-30 calendar days	Dean
		31+ calendar days[1]	Vice Provost
	Qualifying Exigency	Any	Vice Provost
	Sabbatical[1]	Any	Vice Provost
	Service to Government Agencies[1]	Any	Vice Provost
	Suspension/Corrective Action	Any	Vice Provost
	Temporary Layoff	Any	Vice Provost
	Vacation leave[2]	Any	Department Chair
	Worker's Comp/Worker's Comp Extended Sick Leave (ESL)[1]	Any	Vice Provost

For information on the campus Work Life program and Active Service Modified Duties, see APM 760 and the Work Life page on the Academic Affairs website.

---

[1]Following approval, leave must be entered into UCPath Extended Absense, including any necessary takes for vacation, sick, FML, CFRA, PDL hours.

[2]Following approval, vacation leave must be entered into UCPath so the vacation hours can be decremented in absence management.

[3]Includes off-duty university travel (e.g., academic-year appointed faculty member doing summer professional development on their own time) and 025/671 Activities that require a leave.

Updated 9/25/2019