

May 11, 2016

TO: CNAS Faculty

RE: Leave of Absence Request Forms

This is a quarterly reminder that Request for Leave of Absence forms (UPAY 573) for faculty wishing to be absent from the campus **for more than seven calendar days but less than 30 days** should be received in the CNAS Academic Personnel Services Unit (APSU) **two weeks prior** to the start of the leave. Leaves to attend conferences **must** include the actual dates of the conference in Box #9; in addition, Section B **must** address the teaching responsibilities and identify the faculty member who will assume such responsibilities in the absence of the primary instructor. For leaves over 30 calendar days, a Change of Duty Station (CODS) Request Form must be filled out in addition to the UPAY573 form. A CODS is when an academic appointee's regular, ongoing, University duties must be carried out at a location other than the campus. 1

Please remember the importance of this prior approval. It's not just a bureaucratic detail – besides the legitimate need to know what our faculty are doing, there are insurance issues involved. Faculty injured or incurring some form of liability while on approved leave are covered by Workmen's Compensation or University liability insurance. Those faculty members on leave without an approved leave of absence form on file are at considerable risk of non-coverage. **In addition, if the request leave of absence is not approved, faculty will be in jeopardy of not being paid.**

Academic year (9-month) faculty members are not required to submit this form during the period between the end of the Spring quarter and the start of the Fall quarter. Vacation leave (for fiscal year, 11-month academics) is not reported on a leave form unless vacation is taken in conjunction with another leave which results in an absence from the campus of more than seven calendar days. In this case, the days to be reported as vacation should be listed in the remarks section of the leave form.

Leave forms for leave with pay from the campus to do research or to travel to meetings for a period of greater than seven calendar days requires review and approval at the College Dean's level before forwarding and should be completed at least a month in advance. Regardless of the length of the leave, the request should be well documented. All blanks should be completed. If the leave is greater than 14 calendar days, I will require that an explanation be given on a) the reason for the leave, b) the collaborative research that will be done, and 3) if applicable, the benefit of such collaborative research to the mission of the Agricultural Experiment Station. Additional information may be attached for clarification, if necessary.

No leave of absence with pay shall be granted to a fiscal-year appointee for more than 30 days for the purpose of attending international conferences and related scholarly activities. Time required beyond 30 days for this purpose by fiscal-year appointees will be charged against accrued vacation. If approved by the Chancellor, a leave of absence request of more than 30 calendar days by a fiscal-year faculty member will be granted as leave without pay. (See APM – 758-16).

Please be aware of the need for adherence to these regulations.

A handwritten signature in black ink, appearing to read "K C".

Kathryn Uhrich
Dean

KU/jb

Attachments: UPAY573; CODS

Cc: Academic Personnel Office
Department FAOs
Department AP Assistants
APSU Analysts