

758-0 **Policy**

- a. In addition to the special types of leaves listed above, leaves of absence with full pay for other good cause may be granted to academic appointees. Leaves of absence to perform service for an outside agency (including corporations, individuals and institutions) when such service is compensated by the outside agency are not granted with pay except for leaves which come within APM - 750 above.
- b. An appointee who holds an administrative position and who is eligible for a sabbatical leave may be eligible for an administrative leave with pay in lieu of a sabbatical leave. The purpose of this leave is to allow administrators to devote effort to their research which may have been interrupted by administrative service.

The length and percent time of the leave depend on the amount of sabbatical leave credits accrued. All the provisions of APM - 740 governing sabbatical leave apply, with the addition of two provisions regarding the calculation of an appointee's "regular salary" as defined in APM - 740-18-a.

- (1) The regular salary rate includes an administrative stipend or administrative salary of an appointee who, immediately before the administrative leave, holds an administrative post to which he or she will return immediately following the leave for a period equivalent to at least one academic year.
- (2) The regular salary rate is based on the administrative salary of an appointee who has held a full-time administrative position listed in APM - 740-11-c for five years or more, who has not taken a sabbatical leave or an administrative leave in those years, and who takes an administrative leave of up to one year immediately after the end of this administrative service. The rate of pay and the term for the administrative leave (whether fiscal or academic year) will be based on the salary he or she would have received as an administrator in the year of the administrative leave. For the requirement to return to University service after the leave, see APM - 740-16-d.

In all cases the required number of sabbatical leave credits are forfeited upon receipt of an administrative leave.

758-16 **Restrictions**

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. Should it be necessary for a fiscal-year appointee to be away from campus for a time beyond that allowed by the 30-day leave with pay plus accrued vacation time, such further leave, if approved by the Chancellor, shall be granted only as a leave without pay. (See APM - 759.)

758-24 **Authority**

Authority to approve leaves of absence with pay, other than the particular types of leaves covered in APM - 700 through 752 above, is as follows:

a. **Leaves of pay for 12 months or less**

Chancellors are authorized to approve leaves of absence with pay for 12 months or less for academic appointees in accordance with the general policy on leaves.

b. **Leaves with pay for more than 12 months**

Leaves of absence with pay for more than 12 months, other than sick leave, require approval of the President.