752-0  **Policy**

An appointee may be granted a leave with pay to attend a professional meeting or for University business. If the leave is for seven (7) days or less, the rules in APM - 752 apply. If leave is for more than seven (7) days, the rules in APM - 758 and 759 apply.

752-6  **Responsibility**

If an appointee is granted this type of leave, the appointee's department chair shall be responsible for adequate replacement of the faculty member during the period of the leave, except that the appointee receiving the leave shall be responsible for the submission of any course reports, etc., pedagogical planning required during the period of the absence.

752-24  **Authority**

Department chairs may approve leaves of absence for seven (7) calendar days or less to attend professional meetings or for University business.

**Revision History**

Month XX, 2020:
- Substantive revisions as a result of workgroup recommendations.

For details on prior revisions, please visit the Academic Personnel and Programs website: https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policy-issuances-and-guidelines/index.html.

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