Extended Leave Administration validates an employee’s eligibility for leave, designates the appropriate leave, manages the employee’s leave, and ends that status at the appropriate time.

**TOPIC: HOW TO REQUEST A SABBATICAL LEAVE**

1. Faculty member goes to Department Chair
2. Department Chair reviews request for leave and sends to the AP Staff member (AP/HR Partner)
3. AP Staff member (AP/HR Partner) consults on leave options/types and begins request via ServiceLink
4. AP Staff member (AP/HR Partner) confirms leave type eligibility
5. AP Staff member (AP/HR Partner) sends leave documentation to Faculty member
6. Once leave documentation is completed by faculty, faculty sends back to the AP Staff member (AP/HR Partner)
7. AP Staff member (AP/HR Partner) confirms documents are complete and sends to appropriate approvers via email
8. Approval is distributed by Dean’s Office/Central Office, as appropriate.
9. After leave is approved, paperwork gets sent to SSC for UCPath processing

**CURRENT STATE ROLE:**
- AP STAFF MEMBER
- DEAN’S OFFICE, DEPARTMENT CHAIR AND IF NON-Routine ACADEMIC PERSONNEL CENTRAL OFFICE

**FUTURE STATE ROLE:**
- INITIATOR
- APPROVER

**Note:** SSC = Shared Services Centers