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 MEDICAL 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 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 Academic Personnel for Vice Provost’s approval via email
8. Approval is distributed by Central Office
9. After leave is approved, paperwork gets sent to SSC for UCPath processing

**Note:** Faculty have the option of discussing other benefits like Stopping The Clock or Active Service Modified Duties.

<table>
<thead>
<tr>
<th>CURRENT STATE ROLE:</th>
<th>FUTURE STATE ROLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP STAFF MEMBER</td>
<td>INITIATOR</td>
</tr>
<tr>
<td>ACADEMIC PERSONNEL CENTRAL OFFICE, DEAN’S OFFICE, DEPARTMENT CHAIR</td>
<td>APPROVER</td>
</tr>
</tbody>
</table>

**Note:** SSC = Shared Services Centers