



Faculty Leave Request Form

Requestor Information

Faculty Requestor:			
Department/Division:			
Prepared by (if not requestor):		Today's Date:	
Contact Phone:		e-mail Address:	

Type of Activity / Leave Dates

	Date From:	Date To:	# Days Requested:	Location: (City, State, Country)	Name of Activity, Conference, Research or Payment Sponsor:	Amount of Payment:
Vacation: Once 384 hours max is reached, leave will no longer accrue.						
Sick Leave: Maternity, medical, etc. Payment determined by department policy						
Professional Development: (e.g., conference) 21 days per year or less, depending on your department policy						
Paid Outside Activities: (e.g., consulting) 21 days per year						
Contractual Activities: Within the scope of a contract or grant						
Total Days Requested:						

Impact to Schedule

Will your time away affect your academic schedule?	Yes	No
How will your clinical, teaching and/or academic obligations be covered?		
	Provider Name Covering Services:	Emergency Phone Number:
Clinical		
Teaching		
Other		

Required Forms

Form Type	Reasons:
Leave of Absence UCI AP-76 http://www.ap.uci.edu/Forms/APforms/UCI-AP-76.pdf	<ul style="list-style-type: none"> Any unpaid leave (including sick leave) Non vacation leaves taken outside of the U.S. for any period of time Leaves greater than 7 days regardless of destination (AP76 is not required if the sole purpose of leave is vacation)
Travel Insurance Coverage http://www.ucrips-insurance.org/	<ul style="list-style-type: none"> Required for travel outside the U.S. on University business

Review and Approval

Faculty Requestor Signature:		Date:	
Division Chief (if applicable):		Date:	
Division or Department Administrator:		Date:	
Department Chair:		Date:	
Dean (if applicable):		Date:	

Payroll Office Use Only

	Days/Hours Total	Logged/Entry Date	Entered by		Days/Hours Total	Logged/Entry Date	Entered by
Vacation:				Professional Development:			
Sick Leave:				Paid Outside Activities:			
				Contractual Activities:			

**Please complete this form and submit it to your departmental Personnel or Business Office
Attach any necessary documents (i.e. email approvals etc.)**