# Berkeley Regional Services

## LEAVE OF ABSENCE REQUEST FORM

*Use this form for Extended Absence Requests or Academic Sick Leave usage not managed by People & Culture Leaves team.*

| EMPLOYEE INFORMATION | | |
|---|---|---|
| **Name:** | **Employee ID:** | **Department:** |

### ABSENCE ACTION

**Action** *(mark all that apply)*:  ☐ New Extended Absence          ☐ Modify Existing Extended Absence          ☐ Academic Sick Leave Usage

### EXTENDED ABSENCE DETAILS

**Leaves that include an asterisk (*) may also require Designation and entitlement usage. For a full list of leave descriptions, please review the UCPath job aid.**
**Please note that the <u>return date</u> is the first working day after the employee's leave ends, not the leave end date.**

| Start Date | Expected Return Date | Paid/Unpaid | Leave | *Designation (including PFCB) | FMLA | CFRA | PDLL |
|---|---|---|---|---|---|---|---|
| DATE | DATE | Choose an item. | Must choose an item. | Choose an item. | ☐ | ☐ | ☐ |
| DATE | DATE | Choose an item. | Must choose an item. | Choose an item. | ☐ | ☐ | ☐ |
| DATE | DATE | Choose an item. | Must choose an item. | Choose an item. | ☐ | ☐ | ☐ |
| DATE | DATE | Choose an item. | Must choose an item. | Choose an item. | ☐ | ☐ | ☐ |

| Last Date Worked | Actual Return Date |
|---|---|
| DATE | The return from leave will be automatically processed according to the last Expected Return Date. If that date does not reflect the planned return, please inform your BRS HR representative to avoid automatic processing. |

| Exclude Jobs - *For joint appointments, please coordinate as one entry.* | |
|---|---|
| Is the leave applicable to all UCPath records:     Click | Records to Exclude from the leave: |

### SABBATICAL LEAVE DETAILS

**Please Note: For leaves with supplemental campus funding, coordinate Position Funding Distribution with the RA/FA**

| Sabbatical Credits Used for this Leave: | Credits to be Returned (if applicable for Changes/Cancellation): |
|---|---|
| **Sabbatical Percent:** | **Sabbatical Leave Supplement Percent:**     **Leave No Pay Percent:** |

### ACADEMIC PAID SICK LEAVE BANK USAGE

*Transactors: For AY employees, the dates entered on the "Pay Period Dates for AY Academics" tab are entered into the employee's Job Data by UCPC WFA Production instead of the dates entered on the Extended Absence Details tab. "Pay Period Dates for AY Academics" tab must reflect Pay Period Dates for sabbatical leaves and the "Extended Absence Details" must reflect the service period dates list above. All other academic leaves will reflect the same dates listed above for both tabs.*

| Note: The University will record paid sick leave used by exempt academic appointees in full-day increments or in increments not less than that portion of the day during which an academic appointee on less than full-time pay status is normally scheduled to work. | | | | | |
|---|---|---|---|---|---|
| Date Used | Sick Hours | Part of a Leave? | Date Used | Sick Hours | Part of a Leave? |
| DATE | | Choose an item. | DATE | | Choose an item. |
| DATE | | Choose an item. | DATE | | Choose an item. |
| DATE | | Choose an item. | DATE | | Choose an item. |

**NOTES**

**Please only include information that has not already been entered on this form.**

**APPROVALS**

*I confirm that the above accurately reflects the approved action.*

| Preparer Name: | | Preparer Title: | |
|---|---|---|---|
| Email Contact Information: | | Date: | |