

Leaves of Absence

Department Chairs are authorized to approve leaves up to seven calendar days.

Leaves of more than seven calendar days must be approved by the Vice Provost for Academic Personnel. Allow one week for approval.

Medical leaves are typically approved one quarter at a time up to one year. FML paperwork must be completed to stay in compliance with state and federal law, but UC's policies are much more generous than FML rules.

Medical and Childbearing leaves require the UC leave form and the FML forms (Request for Leave of Absence and the Doctor's Certification).

Women faculty are entitled to one quarter of childbearing leave and one quarter of modified duties. Modified duties usually consists of a course release.

Fathers are entitled to one quarter of modified duties. There is no form. Modified duties should be requested in writing through the Dean to the Vice Provost for approval. The Chair must endorse the request.

Assistant Professors, both men and women, can request a one-year "stop-the-clock" after the birth of a child. This delays the tenure clock for one year. It also delays merit reviews and the fifth-year appraisal. There is a form for requesting a stop-the-clock.

The campus Academic Personnel Office's website has all the necessary forms and information regarding leaves of absence.