

**Department of Materials Science and Engineering
University of California, Davis**

Policy on Leaves of Absence

February 6, 2019

The Department of Materials Science and Engineering supports the broad engagement of faculty in professional societies, presentation of seminars at other institutions, research at major user facilities, periodic sabbaticals and international engagement. At the same time, the academic vitality of our department depends critically on the participation of faculty in departmental activities on campus. Achieving a healthy balance between these two interests requires that the department is aware of faculty travel plans and availability on campus.

University policy ([APM-700](#)) requires that faculty be present from the beginning of Fall Quarter through the end of Spring Quarter. Any absence (other than designated University holidays) during this period requires prior approval. Specific types of leave are described in detail in related policies APM-710 through APM-760. To ensure that the department is able to maintain its academic vitality and to properly manage public resources, all faculty are expected to adhere to existing University leave policies. Lack of adherence to these policies may subject faculty to loss of insurance coverage while away and, in extreme cases, to discipline under the faculty code of conduct.

Professional Development Leave

Consistent with APM-700, all leaves of more than one day require prior approval by the appropriate campus official. Under [APM-752](#), the department chair may approve leaves of absence for 2-7 calendar days to attend professional meetings or for University business (also known as professional development). The dean has authority to approve leaves of 8-30 calendar days and leaves of 31 or more days must be approved by the Vice Provost for Academic Affairs. A form for requesting a professional development leave is available on the department website at https://mse.engineering.ucdavis.edu/sites/g/files/dgvnsk4451/files/inline-files/MSE-Academic-Leave-Form_0.pdf for leaves of 2-7 days and in MyInfoVault for leaves greater than that. Leave requests should be submitted as early as possible but no less than 3 weeks in advance. Research leave requests are scrutinized carefully at all levels to determine whether sabbatical leave is more appropriate.

Sabbatical Leave

Under College of Engineering policy, all requests for sabbatical leave must be received by January 1st of the prior academic year. Sabbatical leave requests are initiated in MyInfoVault by the faculty member in collaboration with the department Chief Administrative Officer.

Other Types of Leave (e.g. Medical, Childbearing/Parental and Service to Governmental Agencies)

Leaves in other categories generally begin with a conversation between the faculty member and the department chair to ensure that applicable University policies are identified. A chart of other types of paid and unpaid leave and the delegated approval authority is available at <https://aadocs.ucdavis.edu/policies/leaves/leave-approval-chart.pdf>.

Outside Professional Activities

Although not a specific leave category, all teaching, research or administration of a grant at an educational institution, trust, organization, government agency, foundation, or other entity outside of the University requires prior approval under the policies for Outside Professional Activities (Category 1) under [APM-025](#). Outside professional activities may be tracked through the [Outside Activity Tracking System \(OATS\)](#).