

OFFICE OF RESEARCH AFFAIRS

November 20, 2007

GENERAL CAMPUS BUSINESS OFFICERS AND ACADEMIC PERSONNEL CONTACTS

SUBJECT: Academic Leaves of Absence/Sabbatical (ALAS) – Delegation of Authority for Research Scientists, Project Scientists and Specialists

Effective immediately, department Chairs/Directors are delegated authority for academic leaves of absence with or without pay within your unit for leaves up to **14 calendar days** for academic titles in the Research Scientist, Project Scientist and Specialist series. The Office of Research Affairs will retain authority for requests for leaves of absence for these titles for 15 calendar days to one year. The Senior Vice Chancellor Academic Affairs (SVCAA) retains authority in excess of one year and exceptions to University and campus policies.

This policy does not change the approval process for Family and Medical Leave Act (FMLA) or the Family Accommodations Reporting (FAR), and final authority for these two programs still reside with the SVCAA. Forms for these programs can be found at:

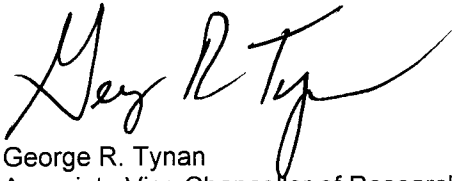
<http://academicaffairs.ucsd.edu/offices/apo/forms.htm>

Family Accommodation Policies and Programs for Ladder-Rank Faculty have recently been updated, and can be found at:

<http://academicaffairs.ucsd.edu/offices/apo/family/FamilyAccomBrochure.pdf>

Requests requiring my or the SVCAA approval should be sent to Joy Gorback in the Office of Research Affairs at MC 0043.

Thank you for your attention to this matter.

A handwritten signature in black ink, appearing to read "George R. Tynan". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

George R. Tynan
Associate Vice Chancellor of Research