UCI UCPath — Sabbatical

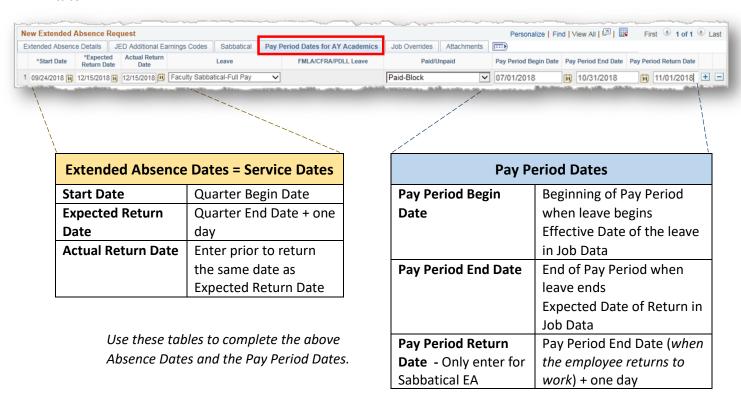**PURPOSE:** Extended Absence for Sabbatical Eligible Senate-Faculty Academics

If a Senate Faculty member does not have the Eligibility Group of ACAYSABB, fill out the Job Data and Position forms to change Union Code to A9 and Elig Grp to ACAYSABB and open a UCPC Case.

AP Support is available for assistance in completing the Sabbatical and Pay Period Dates for AY Academic tabs.

Extended Absence Dates = Service Dates	
Start Date	Quarter Begin Date
Expected Return Date	Quarter End Date + one day
Actual Return Date	Enter prior to return the same date as Expected Return Date

Use these tables to complete the above Absence Dates and the Pay Period Dates.

Pay Period Dates	
Pay Period Begin Date	Beginning of Pay Period when leave begins Effective Date of the leave in Job Data
Pay Period End Date	End of Pay Period when leave ends Expected Date of Return in Job Data
Pay Period Return Date - Only enter for Sabbatical EA	Pay Period End Date (*when the employee returns to work*) + one day

Refer to the **Office of Academic Personnel's website** [ap.uci.edu] for information on:

- Full and Partial sabbaticals, including definitions and how to select sabbatical leave types
- Policies and Procedures
- Service and Pay Period dates