

# LEAVE OF ABSENCE FOR STAFF

Human Resources manages extended leave of absences for all staff employees

## STAFF EMPLOYEES REQUESTING LEAVE:

1. Inform your supervisor
2. Go to website  
[www.hr.ucsb.edu/leave](http://www.hr.ucsb.edu/leave)  
Click on the type of leave you are requesting
3. Log in to ServiceNow
4. Human Resources Services >  
Leave Administration >  
Employee Leave Request/  
Departmental Leave Request
5. Fill out the required fields and submit

## TYPES OF LEAVE:

- Employee's Own Serious Health Condition
- Family Member's Serious Health Condition
- Pregnancy Leave
- Parental Leave
- Military Related Leave
- Personal Leave
- Other

## EMPLOYEES ARE REQUIRED TO:

- Communicate with their supervisor frequently
- Return the forms requested within 15 calendar days to the HR Leave Administration
- Send return to work forms to the HR Leave Administration

### Contact:

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Leave of Absence Specialist  
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Leave Administration Supervisor  
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## WHAT WILL HR DO WITH REQUESTS?

1. Prepare and send appropriate leave paperwork to employees
2. Designate leave when sufficient documentation is received by the HR Leave Administration
3. Enter/update leave details in UCPath
4. Receive/coordinate the return to work paperwork

Communicate with department representative/supervisor through every step of the process

# STAFF EMPLOYEES: HOW TO REQUEST A LEAVE OF ABSENCE

## STEP 1



## STEP 2



## STEP 3



## STEP 4



Within 15 calendar days, return the forms to the HR Leave Administration