

LEAVE OF ABSENCE FOR STAFF

Human Resources manages extended leaves of absences for all staff employees

STAFF EMPLOYEES REQUESTING LEAVE:

1. Inform your supervisor
2. Go to website
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 Coordinator
- Send return to work forms to the HR Leave Coordinator

Contact:

Danielle Yapo
Leave Administration Coordinator
805-893-4263

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 Coordinator
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 HR Leave Coordinator