LEAVE OF ABSENCE FOR STAFF

On September 27, 2018
HUMAN RESOURCES will manage
extended leaves of absence for
ALL STAFF EMPLOYEES

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 types of leave...

WHAT WILL HR DO WITH REQUESTS?
Prepare and send appropriate leave paperwork to employees
Designate leave when sufficient documentation is received by the HR Leave Coordinator
Enter/ update leave details in the UCPath system
Receive/coordinate the return to work paperwork
Communicate with Department Rep/ Supervisor through every step of the process!

www.hr.ucsb.edu/leave

El asesoramiento de ausencia está disponible en Español.
Por favor de llamar a Ana Martínez @ 805-893-4263
HR Leave Coordinator provides you with the leave forms
Inform your supervisor of your need for leave
Within 15 calendar days, return the forms to the HR Leave Coordinator
Complete leave request online @ hr.ucsb.edu/leave