Human Resources is now handling all staff leave of absence requests. A leave of absence is time away from work for your own serious health condition, the serious health condition of a family member, pregnancy, parental leave or other types of leave. I am Ana Martinez, HR Leave Coordinator and I can help you through this process y hablo espanol. A complete menu of leave of absence options can be accessed by selecting the **Leave of Absence** tile from the Human Resources Services homepage.
Service offerings include options to ask questions or request a leave of absence, to apply for the Catastrophic Leave Sharing Program, or donate vacation hours to a coworker through the Catastrophic Leave Program.

If you need to take a leave of absence for any reason, select the Employee Leave Request tile on the Leave Administration page. Always remember if you have an urgent need to be off work, please call the Leave Coordinator at 805-893-4263.

Employee Leave Request Form

The chart at the top of the request form lists the types of leave, and will help you to determine the appropriate Leave Type based on your situation.
Your name will automatically be entered in the **Requested By** field.

The **Leave Type** field allows you to select the type of leave you need from the drop down menu.

The **Expected Leave Start Date** field is required; please estimate your expected leave start date. If you do not know your exact start date, you may simply select the first of the month you expect leave to begin by clicking on the calendar icon. We understand dates may change, but supplying this information now will help the Leave Coordinator explain your options.

If you know when your leave will end and your return to work date, you can fill in the **Estimated Leave End Date** and **Estimated Return to Work Date** fields; however they are not required.

Since you will be away from work and not checking your work email or phone, please provide us with your personal contact information so we can reach you. When you select a method of contact from the list under the **Is there a preferred alternative contact phone number of email address?** field, an additional box will appear where you can enter the information.

Please enter any additional information that would be helpful in the box labeled **Question or Problem Description.** For example, you may state “I will be having surgery within two weeks.” Please note, **do not include any diagnostic or confidential medical information in ServiceNow.**

You may add attachments, such as medical provider notes, by clicking the **paper clip icon.**

Once you have filled out all relevant fields, **Submit** the request. The Leave Coordinator will be in touch to guide you through your next steps.
Once an action has been submitted, you can use the **My Cases** link at the top of the page to add information or to update the Leave Coordinator of any changes regarding your leave.

**Contact Information**

Contact Information:

Ana Martinez  
Leave of Absence Coordinator  
805.893.4263  
[Ana.Martinez@hr.ucsb.edu](mailto:Ana.Martinez@hr.ucsb.edu)  
*Y hablo Español.*

In addition to the ServiceNow portal, you can contact the Leave Coordinator directly via phone or email. Services are also available in Spanish. Thank you!