Instructions

Business/Research/Sabbatical Leaves

(All requests are now online)

Campus and VSR procedures and form instructions are outlined as follows:

**Vacation (ONLY):**
Please complete the Short Term Leave of Absence/Vacation Form (*regardless of days requested*):
https://secure.vetmed.ucdavis.edu/faculty/default.cfm?page=loa_short. This is the same form as used for Short-Term Business Absences. The form is also used for any faculty vacation regardless of days requested, as long as all requested days are not combined with business/university related workings.

**Business/Business & Vacation – Short Term:**
If away from UC Davis from 1-7 calendar days due to University business, please complete a Short-Term Leave of Absence Form: https://secure.vetmed.ucdavis.edu/faculty/default.cfm?page=loa_short.

**Business & Vacation:**
If your leave is business related in conjunction with vacation and it is over 7-days without a return trip to the university, a Long Term Leave request form is required: https://academicaffairs.ucdavis.edu/tools/forms-online/index.cfm

*NOTE:* Without prior approval before your departure, you risk a chance of a portion of the leave time being charged to your vacation balance.

**Business – Long Term:**
If you will be away for more than 7 days due to University business, you must complete the Sabbatical/Leave of Absence Form found at https://academicaffairs.ucdavis.edu/tools/forms-online/index.cfm. To access the form click “Tools” then “on-line forms,” from the drop down menu, click on the tab in the right hand corner and select the form. If you have further questions regarding any of the forms, please contact Dinah Greenstreet dgreenstreet@ucdavis.edu or (530) 752-9774. It is encouraged to submit your Long Term Leave Form at least 7-days in advance of your leave.

**Sabbatical/ Leave of Absence:**
Please use the attached link to fill out the required information and submit:

**Additional Travel Information –**

**Travel Insurance:** (*Is highly recommended*)
If leaving the state of California on a business-related trip, please make sure to request travel insurance:
https://wayf.incommonfederation.org/DS/WAYF

Other Travel Insurance Information: http://www.ucop.edu/risk-services/loss-prevention-control/travel-assistance/index.html

Further information and required forms are available on: http://travel.ucdavis.edu/ or contact Melissa Wade: mwade@ucdavis.edu or (530) 752-3031