



April 8, 2016

DEANS

RE: June 30 Appointment Placed on Immediate Leave Without Salary

For any newly recruited faculty who will begin on June 30, 2016 and placed on immediate leave without salary, the request should be submitted in advance and will require my approval. I am aware that leaves without pay for up to one year in length are delegated to the dean and will remain at the dean's authority, except for appointments beginning June 30 and placed on immediate leave without salary. Since this year involves the transition to the 2016 Retirement Tier my office will need to maintain a list and provide a report to Office of the President, so that retirement program status can be accurately tracked in the future.

Please submit your request well in advance and include, the Leave of Absence form, [UCI-AP-76](#) and ensure the reason for the leave without salary is well documented on the leave form or you may attach a separate memo if needed. Just a reminder, appointment with an immediate leave without salary may be approved for Ladder-Rank faculty and Lecturer with Security of Employment (SOE) series only when justified due to a pre-existing obligation, postdoctoral appointment, fellowship or equivalent professional obligation. The reasons for the leave without salary must be well documented.

Should you have additional questions, please direct them to your assigned Academic Personnel analyst.

Diane K. O'Dowd
Vice Provost for Academic Personnel

cc: Department Chairs
Chief Personnel Officers
Academic Personnel