

UC ANR ACADEMIC HUMAN RESOURCES (AHR)
ANR Administrative Handbook
Section 340.V, Leave to Attend Professional Society Meetings - Request Form

Name: _____

Meeting Date(s): _____

Role in Meeting: _____

Destination: _____

Identify which type of leave you are requesting.

- Leave with pay request for (7) calendar days or less (approved by Unit Director)
- Leave with pay request for (8) or more calendar days but less than (30) days (approved by Unit Director, AHR Manager, Vice Provost and Associate Vice President)
- Leave with pay request for vacation leave (approved by Unit Director - [see Section 340 – I](#))

Request for leave with pay to attend professional meetings and/or such request in conjunction with vacation leave shall be approved in accordance with ANR Administrative Handbook Section 340, Leaves. Leave with pay for seven calendar days or less, and request for vacation leave is approved by the ANR Supervisor.

Requests for eight or more calendar days, but not more than thirty days of leave with pay, shall be reviewed by the Unit Director and Academic Human Resources; and if applicable by the SP Director; and shall require approval from the Vice Provost and AVP.

All Unit Directors requests are reviewed by Academic Human Resources and Vice Provost; and approved by the AVP. Copies of all approved requests shall be provided to Academic Human Resources.

Reviewed by:

Unit Director	Signature	Date
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Academic HR Manager	Signature	Date
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Vice Provost	Signature	Date
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Approved by:

Associate Vice President	Signature	Date
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Approval is for leave with pay only. Unless specified, an approved request does not imply authorization for reimbursement of incurred expenses resulting from such leave. You may opt to request travel reimbursement by completing the [UCCE Travel Approval Form](#).