Extended Leaves for AP

| Change/Extend Existing Leaves |

Navigation: https://ucrsupport.service-now.com/ucr_portal/

ServiceLink Form (Change/Extend Existing Leave)

The same ServiceLink Form – Extended Leave Administration – is used for all Extended Leave requests, including Medical Leaves, Non-Medical Leaves, and Sabbatical for Academic Personnel.

Leave Information

Select the Leave Reason from the dropdown – for a Medical Leave, select “Medical Leave” from the dropdown. For a Non-Medical Leave, select “Non-Medical Leave.”

If an Extended Leave request has already been submitted (regardless of Leave Reason) and is in UCPath, but you need to change the details of the leave or extend the leave, the box MUST be checked. This alerts your SSC fulfiller that a leave already exists in UCPath for this employee.

Employee Information

Once the Employee Name field is populated, the incumbent’s Position Number(s) will appear. If the incumbent has more than one job, the first position number will be their primary job. Click on the downward arrow to see additional positions.

Incumbent Job and Position Data will populate below. Note that the UCPath Employee ID is included in this dataset. This data is for informational use and is pulled from UCPath via HRDW. The data is accurate as of 24 hours ago.

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Request Information

For additional information on ASMD, consult the [FAQ for Family Friendly Policies](#) webpage.

Leave Tasks

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