

APM 752-0 An appointee may be granted a leave with pay to attend a professional meeting or for University business.

APM 752-24 Department chairs may approve leave of absences for seven calendar days or less to attend professional meetings or for University business.

* Any leave greater than seven days requires pre-approval on a UPAY 573 Special Leave of Absence Form. In addition to the leave form, faculty should include a narrative explaining the reason for the leave as well as an itinerary. Please note, leaves of more than two weeks will only be granted on an exceptional basis during the "In Residence" quarter. The Dean has approval authority for leaves that are between 8-30 days. Leaves greater than ~~seven~~ thirty days may only be approved by the Vice-Provost for Academic Personnel. All such requests must be submitted to the Vice-Provost via the chair and dean (both of whom will make a recommendation on the leave) well before the actual dates on a UPAY 573 Special Leave of Absence Form for pre-approval.
http://academicpersonnel.ucdavis.edu/approval_requirements_for%20leave.html