

Academic Leave Accrual Chart

Leave Code information provided at the bottom of this table

ACADEMIC SERIES ^		APM REFERENCE	Sick Leave	Vacation Leave		Approval Authority
			Accrual *	Accrual *	Leave Code	
Professor ^ [APM 220]						
See note below regarding eligibility for Paid Sick Leave for Personal Illness (APM 710-11).						
Pay Basis	Academic Year	APM 730-0-a Vacation Accrual APM 710-0-a Sick Leave Accrual	No	No	N	VPAP
Duration of Appt	Any					
Percent of Appt	Any					
Pay Basis	Fiscal Year	APM 730-0-b Vacation Accrual APM 710-0-a Sick Leave Accrual	No	Yes	E	
Duration of Appt	6 months or more					
Percent of Appt	> or = 50%					
Professional Research Series ^ [APM 310]						
Pay Basis	Fiscal Year	APM 730-0-b Vacation Accrual APM 710-0-a Sick Leave Accrual	Yes	Yes	D	Dean
Duration of Appt	6 months or more					
Percent of Appt	> or = 50%					
Pay Basis	Fiscal Year	APM 710-14 Sick Leave Eligibility	Yes	No	F	
Duration of Appt	< 6 months					
Percent of Appt	> or = 50%					
Postgraduate Researcher Non-Student [APM 350]						
Pay Basis	Fiscal Year	APM 730-0-b Vacation Accrual APM 710-0-a Sick Leave Accrual	Yes	Yes	D	Dean
Duration of Appt	6 months or more					
Percent of Appt	> or = 50%					
Pay Basis	Fiscal Year	APM 710-14 Sick Leave Eligibility	Yes	No	F	
Duration of Appt	< 6 months					
Percent of Appt	> or = 50%					
Postdoctoral Scholars - All Categories unless Fellow or Paid Direct contract specifies otherwise [APM 390]						
Note: Postdocs were recently unionized and contract negotiations are in process.						
Pay Basis	Fiscal Year	APM 390-61 Vacation Accrual APM 390-60 Sick Leave Accrual	Yes	No (effective 1/01/2004)	N *	Dean
Duration of Appt	6 months or more					
Percent of Appt	> or = 50%					
Pay Basis	Fiscal Year	APM 390-14 Sick Leave Eligibility	Yes	No	F	
Duration of Appt	< 6 months					
Percent of Appt	> or = 50%					
Academic Administrator [APM 370]						
Pay Basis	Fiscal Year	APM 730-0-b Vacation Accrual APM 370-20 Acad Admin	Yes	Yes	D	Dean
Duration of Appt	6 months or more					
Percent of Appt	> or = 50%					
Pay Basis	Fiscal Year	APM 710-0-a Sick Leave Accrual APM 710-14 Sick Leave Eligibility	Yes	No	F	
Duration of Appt	< 6 months					
Percent of Appt	> or = 50%					
Academic Coordinator [APM 375]						
Pay Basis	Fiscal Year	APM 730-0-b Vacation Accrual APM 375-20 Acad Coord	Yes	Yes	D	Dean
Duration of Appt	6 months or more					
Percent of Appt	> or = 50%					
Pay Basis	Fiscal Year	APM 710-0-a Sick Leave Accrual APM 710-14 Sick Leave Eligibility	Yes	No	F	
Duration of Appt	< 6 months					
Percent of Appt	> or = 50%					
Pay Basis	Academic Year	APM 730-0-a Vacation APM 710-0-a Sick Leave APM 375-20 Acad Coord	No	No	N	
Duration of Appt	Any					
Percent of Appt	Any					
Specialist Series [APM 330]						
Pay Basis	Fiscal Year	APM 730-0-b Vacation Accrual APM 710-0-a Sick Leave Accrual	Yes	Yes	D	Dean
Duration of Appt	6 months or more					
Percent of Appt	> or = 50%					
Pay Basis	Fiscal Year	APM 710-14 Sick Leave Eligibility	Yes	No	F	
Duration of Appt	< 6 months					
Percent of Appt	> or = 50%					

ACADEMIC SERIES ^		APM REFERENCE	Sick Leave	Vacation Leave		Approval Authority
			Accrual *	Accrual *	Leave Code	
Assistant / Associate University Librarian [APM 365]						
Pay Basis	Fiscal Year	APM 730-0-b Vacation Accrual APM 365-20 Assoc/Asst UL	Yes	Yes	D	Dean
Duration of Appt	6 months or more					
Percent of Appt	> or = 50%					
Pay Basis	Fiscal Year	APM 710-0-a Sick Leave Accrual APM 710-14 Sick Leave Eligibility	Yes	No	F	
Duration of Appt	< 6 months					
Percent of Appt	> or = 50%					
Librarian Series ^ [APM 360]						
Pay Basis	Fiscal Year	APM 730-0-b Vacation Accrual APM 360-20-f Librarian Series	Yes	Yes	D	Dean
Duration of Appt	6 months or more					
Percent of Appt	> or = 50%					
Pay Basis	Fiscal Year	APM 710-0-a Sick Leave Accrual APM 710-14 Sick Leave Eligibility	Yes	No	F	
Duration of Appt	< 6 months					
Percent of Appt	> or = 50%					
Specialist in Cooperative Extension ^ [APM 334]						
Pay Basis	Fiscal Year	APM 730-0-b Vacation Accrual APM 360-20-f Librarian Series	Yes	Yes	D	VPAP
Duration of Appt	6 months or more					
Percent of Appt	> or = 50%					
Pay Basis	Fiscal Year	APM 710-0-a Sick Leave Accrual APM 710-14 Sick Leave Eligibility	Yes	No	F	
Duration of Appt	< 6 months					
Percent of Appt	> or = 50%					
Continuing Educator [APM 340]						
Pay Basis	Fiscal Year	APM 730-0-b Vacation Accrual APM 340-20 CES Series	Yes	Yes	D	Dean
Duration of Appt	6 months or more					
Percent of Appt	> or = 50%					
Pay Basis	Fiscal Year	APM 710-0-a Sick Leave Accrual APM 710-14 Sick Leave Eligibility	Yes	No	F	
Duration of Appt	< 6 months					
Percent of Appt	> or = 50%					
Cooperative Extension Advisor [APM 335]						
Pay Basis	Fiscal Year	APM 730-0-b Vacation Accrual APM 335-20 Coop Ext Advisor	Yes	Yes	D	Dean
Duration of Appt	6 months or more					
Percent of Appt	> or = 50%					
Pay Basis	Fiscal Year	APM 710-0-a Sick Leave Accrual APM 710-14 Sick Leave Eligibility	Yes	No	F	
Duration of Appt	< 6 months					
Percent of Appt	> or = 50%					
Project (eg. Scientist) Series [APM 311]						
Pay Basis	Fiscal Year	APM 730-0-b Vacation Accrual APM 710-14 Sick Leave Eligibility	TBD	Yes	D	Dean
Duration of Appt	6 months or more					
Percent of Appt	> or = 50%					
Pay Basis	Fiscal Year	APM 710-0-a Sick Leave Accrual APM 710-14 Sick Leave Eligibility	TBD	No	F	
Duration of Appt	< 6 months					
Percent of Appt	> or = 50%					
All Other Non-Student Academic Employees						
Pay Basis	Academic Year	APM 730-0-a Vacation Accrual APM 710-0-a Sick Leave Accrual	No	No	N	Dean
Duration of Appt	Any					
Percent of Appt	Any					
Pay Basis	Fiscal Year	APM 730-0-b Vacation Accrual APM 710-0-a Sick Leave Accrual	No	Yes	E	
Duration of Appt	6 months or more					
Percent of Appt	> or = 50%					
All appointments < 50%						
Pay Basis	Academic Year	APM 710-14 Sick Leave Eligibility APM 730-0 and 730-18 Vacation Accrual	No	No	N	Dean
Duration of Appt	Any					
Percent of Appt	Any					

ACADEMIC SERIES ^	APM REFERENCE	Sick Leave	Vacation Leave		Approval Authority
		Accrual *	Accrual *	Leave Code	
Student Academic Titles					
e.g., TAs, Assoc Ins, Tchng Fellows, Rschers, Tutors:					
Pay Basis	Academic Year	APM 730-0-a			
Duration of Appt	Any	Vacation Accrual			Dean
Percent of Appt	Any	APM 710-0-b	No	No	
		Sick Leave Accrual		N	
e.g., GSRs:					
Pay Basis	Fiscal Year	APM 730-0-b			
Duration of Appt	12 consecutive months or more	Vacation Accrual			Dean
Percent of Appt	> or = 50%	APM 710-0-b	No	Yes	
		Sick Leave Accrual		E	

Leave Accrue and Leave Code Notes:

Faculty members do not accrue sick leave. However, eligible faculty members shall be granted paid medical leave for periods of personal illness, injury, or disability. See APM - 710-11, Paid Medical Leave for Academic Appointees Who Do Not Accrue Sick Leave

Sick Leave Accrual - All full-time appointees who are eligible to accrue sick leave accrue 8 hours per month regardless of their length of service. Part-time appointees who are eligible to accrue sick leave do so on a pro-rated basis. Eligibility is shown as 'Yes' or 'No'.

^ APM 230-4b establishes that the prefix "Visiting" may be attached to the following title code series:

1. Professor (except not instructor)
2. Astronomer (except not junior astronomer)
3. Agronomist in the AES (except not junior agronomist)
4. Professional Research
5. Specialist in Cooperative Extension
6. Librarian

Per APM 230-20f, the policies on sick leave, vacation leave and other authorized paid leaves for the titles listed above (1-6) also apply to "Visiting" appointees in those titles.

* Postdoctoral Scholars are eligible for paid sick leave but do not accrue sick leave in the standard manner. Please consult with the Graduate Division if you require additional information.

[Link to New Postdoc Sick Leave and Time Off Regulations](#)

Vacation Leave Accrual Codes are interpreted on the Accounting Department website at:

<http://www.accounting.ucr.edu/leave.htm>

and in at the UCOP Corporate Personnel System Data Dictionary at:

<http://www.ucop.edu/irc/dd/cps/cps0936.html>