

## ACADEMIC PERSONNEL LEAVE & ACTIVE SERVICE-MODIFIED DUTIES POLICY TABLE

Type of Leave	Restrictions/Limitations on Titles That Do Not Accrue Sick Leave	Reference
Family Medical Leave (FML)	<ul style="list-style-type: none"> <li>◆ Entitlements: 1) leave up to 12 workweeks per leave year; 2) continuance of health plan coverage as if on pay status; 3) reinstatement rights.</li> <li>◆ For academic year appointees who don't accrue sick leave, Chancellors may approve leave with pay for up to 12 workweeks.</li> <li>◆ Family and medical leaves run concurrently with other approved leaves taken for a purpose which meets the criteria for a family and medical leave-qualifying event.</li> </ul>	<p><a href="#">APM 715-0</a></p> <p><a href="#">APM 715-20-b</a></p> <p><a href="#">APM 715-30-b</a></p>
Leaves of Absences/Sick Leave	<ul style="list-style-type: none"> <li>◆ For an academic appointee not eligible to accrue sick leave because of his/her title, Chancellors may approve sick leave, regardless of duration. Such leave may be approved with pay in accord with campus policy.</li> <li>◆ If eligible for a FML, the appointee is entitled to up to 12 workweeks of unpaid leave to attend to the appointee's own serious health condition or to care for the appointee's child, parent, or spouse with a serious health condition.</li> <li>◆ If eligible for a FML, for academic appointees who do not accrue sick leave and/or vacation leave, Chancellors may approve leave with pay.</li> <li>◆ Family and medical leaves run concurrently with other approved leaves taken for a purpose which meets the criteria for a family and medical leave-qualifying event.</li> </ul>	<p><a href="#">APM 710-24-a</a></p> <p><a href="#">APM 710-38</a></p> <p><a href="#">APM 710-38</a></p> <p><a href="#">APM 710-38</a></p>
Leaves of Absence/Vacation	<ul style="list-style-type: none"> <li>◆ Academic personnel appointed on an academic-year basis do not accrue vacation leave.</li> <li>◆ Academic personnel appointed on a fiscal-year basis for 6 months or more at 50% time or more accrue vacation leave [at the rate of 2 days per month for full-time service].</li> <li>◆ Regularly scheduled days off and University administrative holidays shall not be charged against vacation time.</li> <li>◆ Periods of academic recess are not regarded as vacation.</li> <li>◆ Accrued vacation may be used for sick leave purposes.</li> </ul>	<p><a href="#">APM 730-0-a</a></p> <p><a href="#">APM 730-0-b</a> <a href="#">APM 730-18</a></p> <p><a href="#">APM 730-18-a</a></p> <p><a href="#">APM 730-18-b &amp; 720-4</a> <a href="#">APM 730-20-d</a> [&amp; APM 710, 715, and 760]</p>
Leaves of Absence/ Other Leaves With Pay	<ul style="list-style-type: none"> <li>◆ In addition to the special types of leaves listed above, leaves of absence with full pay for other good cause may be granted to academic appointees.</li> <li>◆ Leaves to perform service for outside agencies (corporations, individuals, institutions) are not granted with pay except for service to government agencies.</li> <li>◆ No leave with pay shall be granted to a fiscal-year appointee for more than 30 days for the purpose of attending international conferences and related scholarly activities. Time required beyond 30 days for this purpose will be charged against accrued vacation. Time required beyond 30 days and beyond use of accrued vacation shall be granted only as a leave without pay &amp; must be approved by the Chancellor.</li> <li>◆ Leaves with pay, other than the particular types of leaves covered in APM 700 through 752 may be approved by Chancellors for 12 months or less in accordance with the general policy on leaves.</li> <li>◆ Leaves of absence with pay for more than 12 months, other than sick leave, require approval of the President.</li> </ul>	<p><a href="#">APM 758-0</a></p> <p><a href="#">APM 758-0</a></p> <p><a href="#">APM 758-16</a></p> <p><a href="#">APM 758-24 &amp; -a</a></p> <p><a href="#">APM 758-24-b</a></p>
Leaves of Absence/ Other Leaves Without Pay	<ul style="list-style-type: none"> <li>◆ In addition to the other leaves listed in the preceding sections of the APM, other leaves without pay for other good cause may be granted to academic appointees. These leaves should not extend one year and shall not extend beyond June 30 of the academic year granted.</li> <li>◆ In certain cases, leaves without pay for more than one year may be granted to Assoc &amp; Prof &amp; equivalent ranks by the Chancellor.</li> <li>◆ In exceptional cases, other ranks (e.g. Assistant Prof) may be granted leave without pay for more than one year.</li> </ul>	<p><a href="#">APM 759-0</a></p> <p><a href="#">APM 759-12 &amp; -a</a></p> <p><a href="#">APM 759-12 &amp; -b</a></p>

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Type of Leave	Restrictions/Limitations on Titles That Do Not Accrue Sick Leave	Reference
<p>Childbearing Leave</p>	<ul style="list-style-type: none"> <li>◆ Covers time appointee is temporarily disabled because of pregnancy, childbirth, or related medical conditions.</li> <li>◆ Normally at least 6 weeks in duration.</li> <li>◆ Under the California Fair Employment and Housing Act (FEHA), an academic appointee who is disabled because of pregnancy, childbirth, or related medical conditions is eligible to take an unpaid childbearing leave (pregnancy disability leave) up to 4 months during the period of disability.</li> <li>◆ During childbearing leave, no duties shall be required by the Univ.</li> <li>◆ An academic appointee who accrues vacation leave credit may, at her option, use accrued leave for childbearing leave.</li> <li>◆ An academic appointee who does not accrue sick leave and who has served in her title or any faculty title for at least 12 consecutive months will receive at least her approved base salary for up to 6 weeks during the period of time she is unable to assume her normal University obligations.</li> <li>◆ An academic appointee who does not accrue sick leave and who has served in her title for less than one year will receive at least her approved base salary for approximately the period which would be accrued during the appt in accordance with the accrual rates in APM 710-18. [except Senate members, see below]</li> <li>◆ Academic Senate members are entitled to 6 weeks paid leave regardless of length of service.</li> <li>◆ The aggregate duration of all leaves plus periods of Active Service-Modified Duties (AS-MD) granted for a given pregnancy may not exceed one year.</li> <li>◆ If an academic appointee on an approved childbearing leave also is eligible for FML, up to 12 workweeks of the childbearing leave shall run concurrently with FML.</li> <li>◆ May be taken on an intermittent or reduced schedule basis.</li> <li>◆ Upon termination of a childbearing leave, an eligible appointee is also entitled to up to 12 additional workweeks of unpaid leave under the California Family rights Act (CFRA) for reason of the birth of her child, if the child has been born by this date, or for any other covered reason except pregnancy or related medical conditions, provided the appointee has time remaining in her leave entitlement.</li> <li>◆ In the quarter of childbearing leave, there must be full relief from scheduled teaching duties.</li> </ul>	<p><a href="#">APM 760-25-a</a></p> <p><a href="#">APM 760-25-a</a> <a href="#">APM 760-25-a</a></p> <p><a href="#">APM 760-25-a</a> <a href="#">APM 760-25-a(1)</a></p> <p><a href="#">APM 760-25-a(2)</a></p> <p><a href="#">APM 760-25-a(3)</a></p> <p><a href="#">APM 760-25-a(3)</a></p> <p><a href="#">APM 760-25-b</a></p> <p><a href="#">APM 760-25-f</a></p> <p><a href="#">APM 760-25-f</a> <a href="#">APM 760-25-f</a></p> <p><a href="#">APM 760-28-a</a></p>
<p>Parental Leave Without Pay</p>	<ul style="list-style-type: none"> <li>◆ Parental leave without pay may be granted for up to 1 year to any academic appointee for the purpose of caring for a child of the appointee, the appointee's spouse or domestic partner.</li> <li>◆ Accrued vacation may be substituted for unpaid parental leave.</li> <li>◆ When parental year is combined with childbearing leave, FML, and/or AS-MD, the period shall not exceed one year for each birth or placement of a child for adoption or foster care.</li> <li>◆ Parental leave which is not covered by State or Federal FML law is subject to the approval of the Chancellor.</li> <li>◆ An appointee on parental leave without pay not covered by State or Federal family and medical leave law is responsible for the continuation of benefits during any unpaid portion of the leave.</li> <li>◆ An academic appointee who is eligible for family and medical leave shall be granted an unpaid leave to care for the appointee's newborn child or a child newly placed with the appointee for adoption/foster care.</li> <li>◆ Up to 12 workweeks of the parental leave shall run concurrently with family and medical leave.</li> </ul>	<p><a href="#">APM 760-27-a</a></p> <p><a href="#">APM 760-27-a</a> <a href="#">APM 760-27-a</a></p> <p><a href="#">APM 760-27-a</a></p> <p><a href="#">APM 760-27-a</a></p> <p><a href="#">APM 760-27-d</a></p> <p><a href="#">APM 760-27-d</a></p>

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THIS IS NOT CONSIDERED A LEAVE OF ABSENCE, BUT RATHER A MODIFICATION OF DUTIES		
<p>Active Service-Modified Duties [AS-MD] [not considered a leave]</p>	<ul style="list-style-type: none"> <li>◆ In order that an academic appointee can prepare and/or care for a young child of the appointee, the appointee's spouse, or the appointee's domestic partner, a period of Active Service-Modified Duties shall be granted on request to any appointee who has substantial responsibility for the care of a newborn child or a child under age 5 placed for adoption/foster care.</li> <li>◆ Eligibility for one quarter of AS-MD shall normally extend from 3 months prior to 12 months following the birth or placement and shall be concluded within 12 months following the birth or placement.</li> <li>◆ During this period normal duties shall be reduced.</li> <li>◆ Requests shall include a written statement by appointee, certifying s/he has substantial responsibility for the care of an infant or young child.</li> <li>◆ Statement describing modified duties is subject to approval by the Chancellor.</li> <li>◆ AS-MD is not a leave of absence.</li> <li>◆ Normally for faculty the modification of duties will be either partial or full relief from teaching.</li> <li>◆ For appointees who do not accrue sick leave, periods of AS-MD at pay up to at least an appointee's approved base monthly salary shall be granted upon request.</li> <li>◆ Extension of AS-MD beyond 12 weeks (quarter) requires approval by the Chancellor and will be approved only in exceptional circumstances.</li> <li>◆ A request for AS-MD following a childbearing leave of more than 12 weeks (quarter) requires approval by the Chancellor and will be approved only in exceptional circumstances.</li> <li>◆ In no event may the aggregate duration of all leaves plus periods of AS-MD exceed one year.</li> </ul>	<p><a href="#">APM 760-28-a</a></p> <p><a href="#">APM 760-28-a</a></p> <p><a href="#">APM 760-28-a</a> <a href="#">APM 760-28-a</a></p> <p><a href="#">APM 760-28-a</a></p> <p><a href="#">APM 760-28-a</a> <a href="#">APM 760-28-a</a></p> <p><a href="#">APM 760-28-a(1)</a></p> <p><a href="#">APM 760-28-b</a></p> <p><a href="#">APM 760-28-b</a></p> <p><a href="#">APM 760-28-b</a></p>

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