

ACADEMIC LEAVES OF ABSENCE

Reference: Academic Personnel Manual - [APM 700](#)
Delegation of Authority: Sabbatical leave and sabbatical leave reports – Dean
Non-Senate leaves – Dean
Senate leaves 15 calendar days or less (with the exception of leaves with FML designation; see *Medical* on page 2) – Dean
All other Senate leaves – Vice Provost for Academic Personnel (VPAP)
Date: November, 2010

Prior approval from the Academic Personnel Office for leaves of absence is important to remain compliant. In addition, Academic appointees on leave without an approved leave of absence form on file are at considerable risk of non-coverage should an injury occur.

General:

1. Academic-year appointees (9/12) are expected to be present from the beginning of the Fall Semester (Quarter) through the end of the Spring Semester (Quarter). Any appointee returning after the beginning of the Fall Semester (Quarter) or leaving before the end of the Spring Semester (Quarter) should apply for a leave of absence. ([APM 700-0](#))
2. For Fiscal year academic appointees (11/12), vacation leave is not reported on the leave form ([UPAY 573](#)) unless vacation is taken in conjunction with another leave which results in an absence from the campus of more than seven calendar days. Fiscal year and academic year appointees are required to be on campus during quarter breaks. Official holidays for both academic-year and fiscal-year appointees are those administrative holidays annually in the University Calendar ([APM 720-4](#)).
3. Academic appointees who are absent from campus for more than seven calendar days must complete and submit a Request for Leave of Absence form ([UPAY 573](#)).
4. Leaves of seven consecutive calendar days or less do not require a leave form with the exception of a medical leave*. However, any time there is a leave, the Department Chair must be informed.
**For compliance with Federal and State laws, any absence that could be related to a serious health condition by an employee or eligible family member must be filed and designated. ([APM 715-0](#))*
5. No leave of absence 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 by fiscal-year appointees will be charged against accrued vacation. Should it be necessary for a fiscal-year appointee to be away from campus for a time beyond that allowed by the 30-day leave with pay plus accrued vacation time, such further leave, if approved by the Chancellor, shall be granted only as a leave without pay. ([APM 758-16](#))
6. For leaves that require VPAP approval, the leave request must be received in the Dean's Office and forwarded to the Academic Personnel Office. The request must be received in the Dean's Office at least two weeks before the start of the leave. Leave forms ([UPAY 573](#)) must be signed by the preparer, academic appointee, Department Chair and Dean.

Medical:

1. In accordance with applicable State and Federal law, Family and Medical Leave (FML) provides eligible employees with entitlements to leave for up to a total of 12 workweeks during a calendar year, continuance of health plan coverage as if on pay status, and reinstatement rights. ([APM 715-0](#))
2. Academic appointees do not accrue sick leave credit with the exception of titles listed in [APM 710-14](#) and [APM 710-18](#). However, eligible faculty members shall be granted paid medical leave for periods of personal illness, injury, or disability. Refer to [APM 710-11](#) for maximum paid leave for academic appointees who do not accrue sick leave.
3. Requests for medical leave must be accompanied by a doctor's certificate. FML procedures must be followed. All leave requests with an FML designation require approval from the Vice Provost for Academic Personnel. Refer to Delegation of Authority Chart for approval authority for non-senate appointees.
4. FML Designation: It is the responsibility of the department (or other specified unit) to (1) designate leave, unpaid or paid, as qualifying for family and medical leave if the leave meets the requirements set forth in [APM 715-14](#) and (2) maintain all completed FML paperwork on file within the department.
**For compliance with Federal and State laws, any absence that could be related to a serious health condition by an employee or eligible family member must be filed and designated.*

Family Accommodations for Childbearing and Childrearing:

1. In accordance with the University of California Family Friendly Policies for academic appointees, and [APM 760](#) (Childbearing Leave, Parental Leave, Active Service Modified Duty) and [APM 133-17-h](#) (Stopping the Tenure Clock for the Care of a Child or Children), the campus has instituted steps to enhance the ability of faculty and departments to best use the available options for childbearing leave, parental leave, and modified duties.

Childbearing Faculty

A childbearing faculty member (birth mother) in the affected titles may be granted a childbearing leave and active service modified duties (ASMD) for a total of two quarters with pay ([APM 760-28](#)). Based on prior years' teaching load, the faculty member's department will receive appropriate teaching replacement funds, on a per course basis, for the affected quarter(s) at the rate of one-ninth of an Assistant Professor, Step III (academic year basis) salary (2005-2006 Salary Scale).

Non-childbearing Faculty with Active Service Modified Duties (ASMD) for Childrearing, Including Adoption

Any ladder-rank faculty member declaring childrearing responsibilities including adoption as specified in [APM 760](#) may be granted one quarter with pay for one of the following: (1) parental leave*, (2) active service modified duties (ASMD) or (3) or a combination of 1 & 2. Based on prior years' teaching load, the faculty member's department will receive appropriate teaching replacement funds, on a per course basis, for the affected quarter(s) at the rate of one-ninth of an Assistant Professor, Step III (academic year basis) salary (2005-2006 Salary Scale).

2. Funding for this program will be administered centrally by the Executive Vice Chancellor and Provost.
3. Faculty should confer with their department chair and Dean's Office regarding childbearing/parental leave issues.

**Runs concurrently with FML and subject to FML eligibility requirements and maximum limitations.*

Approval Authority and Required Documentation (See Delegation of Authority for approval authority for Non-Senate Appointees)

LEAVE TYPE	DURATION	POLICY	REQUIRED FORMS AND DOCUMENTATION**	APPROVAL AUTHORITY
Childbearing, Adoption, Parental*	Any duration	APM 760 APM 715	UPAY 573, FML Forms, Stop the Clock (STC) Request Form (optional), Active Service Modified Duties (ASMD) Request Form and Request for Teaching Release Funding (optional)	VPAP
Personal (Paid or Unpaid)	15 calendar days or less		UPAY 573	Dean
	16 calendar days or more		UPAY 573, letter explaining absence, endorsement letter from Chair and Dean	VPAP
Medical/Sick Leave*	Over 7 calendar days****	APM 710 , APM 715	UPAY 573, FML Forms	VPAP
Leave without Salary	Over 7 calendar days****	APM 759	UPAY 573, letter explaining absence, endorsement letter from Chair and Dean	VPAP
Gov't/Public Service without Salary	Over 7 calendar days****	APM 750	UPAY 573, letter explaining absence, endorsement letter from Chair and Dean	VPAP
Military Leave with or without Salary	Over 7 calendar days****	APM 751	UPAY 573, letter explaining absence, endorsement letter from Chair and Dean	VPAP
Professional Development/Special Research with or without Salary***	15 calendar days or less	APM 752 APM 758	UPAY 573, letter documenting leave including itinerary	Dean
	16 calendar days or more	APM 752 APM 758	UPAY 573, letter documenting leave including itinerary, endorsement letter from Chair and Dean and when applicable APM 025 prior approval***	VPAP
Sabbatical Leave	Any duration	APM 740	UPAY 573, Sabbatical Application Plan	Dean

* If applicable, include FML (Family Medical Leave) forms.

** Unless stated as optional, all forms are mandatory.

***For leaves that include performing service for an outside agency (including corporations, individuals and institutions), see APM 025 for Conflict of Commitment policy.

**** Leaves of seven consecutive calendar days or less do not require a leave form with the exception of a medical leave. However, any time there is a leave, the Department Chair must be informed prior to the leave. **For compliance with Federal and State laws, any absence that could be related to a serious health condition by an employee or eligible family member must be filed and designated.*

Vacation Leaves for fiscal-year appointees may be approved by the department chair.

For Active Service Modified Duties (ASMD), which is not a leave, see APM 760-28.

For Stop the Clock (STC), which is not a leave, see APM 760-30.