

ACADEMIC LEAVES OF ABSENCE

UCR Academic Personnel Office

Reference:	Academic Personnel Manual (APM) – APM 700
Delegation of Authority:	Sabbatical leave (Regular and In-Residence) – Dean Non-Senate leaves – Dean Senate leaves thirty (30) calendar days or less (with the exception of leaves with FML designation; see <i>Medical</i> on page 2) – Dean Faculty Members of Health Sciences Compensation Plan (HSCP) & School of Medicine (SOM) Faculty Members – Dean All other Senate leaves – Vice Provost for Academic Personnel (VPAP)
Creation Date:	November, 2010
Revision Date:	September 2015

Prior approval 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. For Leaves of Absence during the Summer, refer to [UCR Summer Salary Compensation Guidelines](#).
5. Leaves of seven consecutive calendar days or less do not require a leave form with the exception of a medical leave¹. However, any time there is a leave, the Department Chair must be informed.
6. 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](#))

¹ 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](#))

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7. 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 four weeks before the start of the leave. Allow more time for leaves that require prior approval (see [APM 025](#) for Conflict of Commitment policy). Leave forms ([UPAY 573](#)) must be signed by the preparer, academic appointee, Department Chair and Dean.
8. If any academic appointee is absent from academic duty for 30 calendar days or more without an approved leave, or does not return to academic duty for 30 calendar days or more after an approved leave expires, the University shall presume that the academic appointee has resigned from his or her University appointment and shall separate that appointee. See [APM 700-30](#), Presumptive Resignation Policy and Procedures.
9. For leaves requested by faculty who are members of HSCP, refer to the plan for leave information: <http://medschool.ucr.edu/pdf/UCRHSCPOct2014.pdf>

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](#))
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 VPAP. Refer to Delegation of Authority Chart for approval authority for non-senate appointees.
4. 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.*
5. For medical leaves requested by faculty who are members of HSCP, refer to Section V-C-1 of the HSCP: <http://medschool.ucr.edu/pdf/UCRHSCPOct2014.pdf>
6. Medical Leave forms are available on the APO website under Checklists and Forms: http://academicpersonnel.ucr.edu/checklists_and_forms/leave_forms/UCR_checklist.html

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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](#)).

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 leave², (2) active service modified duties (ASMD) or (3) or a combination of 1 & 2.

2. Funding for this program will be administered through the faculty member's college/school.
3. Extension of the Tenure Clock (Stop the Clock, STC) ([APM 760-30](#)), in addition to the above leaves, an academic appointee may stop the clock during the probationary period to care for any child who is, or becomes part of a faculty member's family. To be eligible to stop the clock, an appointee at the Assistant level must be responsible for 50 percent or more of the care of a child. The birth or placement of one or more children at the same time constitutes a single event of birth or placement. An appointee is eligible to stop the clock even if the appointee does not take a formal leave or have a modification of duties.
4. Faculty should confer with their department chair and Dean's Office regarding childbearing/parental leave issues.
5. For faculty who are members of HSCP, refer to Section VII-C-2 of the HSCP: http://medschool.ucr.edu/pdf/UCR_HSCP_implementing_procedures_2015.pdf
6. For represented academic appointees, refer to the current [Memorandum of Understanding](#) (MOU)
7. For more information and for a copy of the Family Accommodations Reporting/Certification Form and Request for Teaching Replacement for Birth or Adoption, refer to UCR's Work/Life Balance Initiative: http://academicpersonnel.ucr.edu/family_friendly_programs/.

APM Policy References

Leaves of Absence – [APM 700](#)

Sick/Medical Leave – [APM 710](#)

Family and Medical Leave (FML) – [APM 715](#)

Family Accommodations for Childbearing and Childrearing (including Active Service Modified Duties and Stop the Clock) – [APM 760](#)

Presumptive Resignation Policy and Procedures – [APM 700-30](#)

² Runs concurrently with FML and subject to FML eligibility requirements and maximum limitations.

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Record Keeping and Retention

The Home department is the "Office of Record" for Leave of Absence records including FML records.

FML records must be kept for at least three (3) years and, upon request, be made available for inspection, copying and transcription by representatives of the Department of Labor. These documents shall be maintained as confidential records in a file separate from the employee's personnel file. Records that must be maintained are listed below.

1. Basic payroll and identifying employee data
2. The Leave of Absence Request form
3. The UCR [Time Record](#) forms showing dates/hours FML is taken. Leave must be designated in these records as FML. If leave is taken in increments of less than one (1) full day, the hours of the leave must be recorded (including exempt employees).
4. The Exempt Employee Workweek Agreement for FML Leaves Taken on a Reduced Schedule or Intermittent Basis for Exempt Employees form, if applicable
5. The Declaration of Relationship (for Family and In Loco Parentis Medical Leave Purposes) form, if applicable
6. Copies of employee's notice(s) of leave furnished to the department, if in writing
7. Records and documents relating to health care provider certifications and recertifications
8. Records of any dispute between the employee and department regarding designation of leave as FML
9. Any other records relating to FML, including any and all cover memos

It is the department's responsibility to update the employee's Payroll/Personnel Online System data to reflect the leave of absence.

For UC's Records Retention Schedule, click here: <http://recordsretention.ucop.edu/>.

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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 (runs concurrently with FML, if eligible)	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 (Senate) Dean (Non-Senate, SOM Faculty & HSCP Members)
Personal (Paid or Unpaid)***	30 calendar days or less**		UPAY 573	Dean
	31 calendar days or more		UPAY 573, letter explaining absence, endorsement letter from Chair and/or Dean	VPAP (Senate) Dean (Non-Senate, SOM Faculty & HSCP Members)
Medical/Sick Leave	Over 7 calendar days**	APM 710 , APM 715	UPAY 573, FML Forms	
Leave without Salary	Over 7 calendar days****	APM 759	UPAY 573, letter explaining absence, endorsement letter from Chair and/or Dean	
Gov't/Public Service without Salary	Over 7 calendar days****	APM 750	UPAY 573, letter explaining absence, endorsement letter from Chair and/or Dean	
Military Leave with or without Salary	Over 7 calendar days****	APM 751	UPAY 573, letter explaining absence, endorsement letter from Chair and/or Dean	
Professional Development/Special Research with or without Salary***	30 calendar days or less	APM 752 APM 758	UPAY 573, letter documenting leave including itinerary	Dean
	31 calendar days or more	APM 752 APM 758	UPAY 573, letter documenting leave including itinerary, endorsement letter from Chair and/or Dean and when applicable APM 025 prior approval***	VPAP (Senate) Dean (Non-Senate, SOM Faculty & HSCP Members)
Sabbatical Leave	Any duration	APM 740	UPAY 573, Sabbatical Application Plan	Dean

* Unless stated as optional, all forms are mandatory.

** 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.

***For leaves that include performing service for an outside agency (including corporations, individuals and institutions), see [APM 025](#) for Conflict of Commitment policy and UCR Conflict of Commitment Guidelines: <http://academicpersonnel.ucr.edu/resources/conflictcommit.html>.

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