

## 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> <li>◆ For an academic appointee holding an appointment with a definite end date, family and medical leave may not be approved beyond the end date of the appointment. In the event the appointment is renewed or extended or a subsequent appointment is made, further leave may be granted up to an aggregate of 12 workweeks during a calendar year.</li> <li>◆ Sabbatical leave credit is not accrued during a leave of absence with pay for one quarter or semester or more, or for a leave of absence without pay.</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> <p><a href="#">APM 715-32</a></p> <p><a href="#">APM 715-42</a></p>
Leaves of Absences/Sick/Medical Leave	<ul style="list-style-type: none"> <li>◆ Eligible faculty members with less than 10 years of University of California service in a title listed in APM - 110-14 that does not accrue sick leave shall be granted a maximum of two quarters (or one semester) for academic year appointees, or six months for fiscal year appointees, of consecutive or intermittent paid medical leave within a ten-year period for personal illness, injury, or disability.</li> <li>◆ Eligible faculty members with 10 or more years of University of California service in a title listed in APM - 110-14 that does not accrue sick leave shall be granted a maximum of 3 quarters (or 2 semesters) for academic-year appointees, or 12 months, for fiscal-year appointees, of consecutive or intermittent paid medical leave within each subsequent ten-year period for personal illness, injury, or disability.</li> <li>◆ Faculty members with term appointments will not be granted paid medical leave beyond the end date of the term appointment except in cases of reappointment.</li> <li>◆ University of California Retirement Plan (UCRP) service credit accrues while an appointee is on a UC-paid medical leave, in accordance with UCRP provisions.</li> <li>◆ Paid medical leave described in APM - 710-11 does not accrue and, if unused, is not carried over, nor is it used to calculate University of California Retirement Plan (UCRP) service credit.</li> <li>◆ It is the policy of the University to provide reasonable accommodations to otherwise qualified academic appointees who are disabled or become disabled and need assistance to perform the essential functions of their positions, provided that the accommodation does not pose an undue hardship</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> <li>◆ Sabbatical leave credit is not accrued during a leave of absence with pay for one quarter or semester or more, or for a leave of absence without pay.</li> <li>◆ An appointee who transfers from one position within the University in which sick leave accrues to another position within the University in which sick leave accrues shall have the sick leave transferred.</li> </ul>	<p><a href="#">APM 710-11-a</a></p> <p><a href="#">APM 710-11-b</a></p> <p><a href="#">APM 710-11-c</a></p> <p><a href="#">APM 710-11-d</a></p> <p><a href="#">APM 710-11-e</a></p> <p><a href="#">APM 710-28</a></p> <p><a href="#">APM 710-38</a></p> <p><a href="#">APM 710-38</a></p> <p><a href="#">APM 710-42</a></p> <p><a href="#">APM 710-44</a></p>

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Type of Leave	Restrictions/Limitations on Titles That Do Not Accrue Sick Leave	Reference
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> <li>◆ An appointee who transfers from a vacation-accruing title to a non-accruing title shall be paid for accrued vacation.</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-a</a> <a href="#">APM 730-20-d</a> <a href="#">APM 730-21-b</a></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>◆ An appointee who holds an administrative position and who is eligible for a sabbatical leave may be eligible for an administrative leave with pay in lieu of a sabbatical leave.</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 Chancellor 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 758-0-b</a></p> <p><a href="#">APM 758-16</a></p> <p><a href="#">APM 758-24</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>◆ Leaves without pay for more than one year are normally granted only to Professors, Associate Professors or equivalent ranks.</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 -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
Childbearing Leave	<ul style="list-style-type: none"> <li>◆ An academic appointee who bears a child is eligible for childbearing leave for the period prior to, during, and after childbirth.</li> <li>◆ Normally at least 6 weeks in duration; more time may be necessary for medical reasons.</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 University.</li> <li>◆ An academic appointee who accrues vacation leave credit may, at her option, use accrued leave for childbearing leave.</li> <li>◆ A member of the Academic Senate will receive at least her approved base salary for up to 6 weeks while she is unable to perform her normal University obligations. Any additional compensation under the Health Sciences Compensation Plan shall be paid in accordance with campus policies.</li> <li>◆ A non-Senate academic appointee who does not accrue sick leave and who has served in her title or any other UC academic title for at least 12 consecutive months will receive at least her approved base salary for up to 6 weeks while she is unable to perform her normal University obligations. Any additional compensation under the Health Sciences Compensation Plan shall be paid in accordance with campus policies.</li> <li>◆ A non-Senate academic appointee who does not accrue sick leave and who has not served in her title or any other UC academic title for at least 12 consecutive months will receive at least her approved base salary for approximately the period which would be accrued during the appointment in accordance with the accrual rates in APM - 710-18. Any additional compensation under the Health Sciences Compensation Plan shall be paid in accordance with campus policies.</li> <li>◆ The aggregate duration of all leaves plus periods of Active Service-Modified Duties (ASMD) granted for a given pregnancy may not exceed one year.</li> <li>◆ Any childbearing or parental leave, provided for in APM - 760-25 and 760-27 which is equal to or exceeds one semester or one quarter and which is not greater than one year, whether with or without salary, shall automatically be excluded from service toward the eight-year period unless the faculty member informs the department chair in writing before, during, or within one quarter or semester after the leave that it should not be excluded from service toward the eight-year period.</li> </ul>	<p><a href="#">APM 760-25-a</a></p> <p><a href="#">APM 760-25-a</a></p> <p><a href="#">APM 760-25-a</a></p> <p><a href="#">APM 760-25-a</a></p> <p><a href="#">APM 760-25-b(1)</a></p> <p><a href="#">APM 760-25-b(2)</a></p> <p><a href="#">APM 760-25-b(3)</a></p> <p><a href="#">APM 760-25-b(4)</a></p> <p><a href="#">APM 760-35-b</a></p> <p><a href="#">APM 133-17-g(3)</a> <a href="#">APM 760-35-c</a></p>
Parental Leave Without Pay	<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>◆ An academic appointee who is eligible for family and medical leave (see APM - 715) shall be granted an unpaid leave to care for a newborn child or a child newly placed for adoption or foster care. Up to 12 workweeks of the parental leave shall run concurrently with family and medical leave.</li> <li>◆ Parental leave granted pursuant to the FMLA and/or the CFRA must be concluded within 12 months following the child's birth or placement.</li> <li>◆ An appointee on a parental leave 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. See Benefits Office.</li> </ul>	<p><a href="#">APM 760-27-a</a></p> <p><a href="#">APM 760-27-a</a> <a href="#">APM 760-27-b</a></p> <p><a href="#">APM 760-27-b(1)</a></p> <p><a href="#">APM 760-27-b(2)</a></p>

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### THIS IS NOT CONSIDERED A LEAVE OF ABSENCE, BUT RATHER A MODIFICATION OF DUTIES

Active Service Modified Duties [ASMD] [not considered a leave]	<ul style="list-style-type: none"> <li>◆ ASMD is a period during which normal duties are reduced so that an academic appointee may prepare for and/or care for a newborn child or a child under age five newly placed for adoption or foster care.</li> <li>◆ To be eligible for ASMD, an academic appointee must be responsible for 50 percent or more of the care of a child. The child may be the appointee's child or that of a spouse or domestic partner.</li> <li>◆ An appointee is eligible for a period of ASMD for each event of birth or placement. The birth or placement of one or more children at the same time constitutes a single event of birth or placement.</li> <li>◆ Eligibility for a period of ASMD shall normally extend from 3 months prior to 12 months following the birth or placement.</li> <li>◆ An academic appointee who is a birth mother and who has a full-time appointment for at least one full academic year (three quarters or two semesters) is eligible for 1 quarter of childbearing leave and 1 quarter of ASMD (2 quarters total). If she gives birth during the summer or an off-duty term, she is eligible for a total period of ASMD of two quarters.</li> <li>◆ All other academic appointees are eligible for a total of 1 quarter of (1) childrearing leave OR (2) ASMD OR (3) a combination of a leave and ASMD.</li> <li>◆ An academic appointee shall provide notice to the department chair or unit head of the need for a period of ASMD. Requests shall include a certification by appointee, certifying s/he has substantial responsibility for the care of an infant or young child. Use the <a href="#">Family Accommodations Reporting/Certification Form</a></li> <li>◆ The proposed modifications should be discussed between the department chair and appointee and are subject to approval by the Dean and the Chancellor (or designee).</li> <li>◆ During a period of ASMD, the appointee is on active service and is expected to perform some portion of his or her normal duties. A period of ASMD is not a leave of absence.</li> <li>◆ For ladder-rank faculty, the modification of duties normally will be either partial or full relief from teaching without the assignment of additional teaching duties before or after to offset the teaching relief. In the quarter or semester of a childbearing leave, there must be full relief from teaching duties.</li> <li>◆ For other eligible faculty who primarily have teaching duties, the modification of duties normally will be partial teaching relief or the assignment of additional resources such as teaching assistants or readers, as appropriate.</li> <li>◆ For all other eligible academic appointees, the modification of duties normally will be a reduced workload.</li> <li>◆ The aggregate duration of all leaves plus periods of ASMD granted for a given pregnancy may not 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></p> <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></p> <p><a href="#">APM 760-28-a</a></p> <p><a href="#">APM 760-28-a</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> <p><a href="#">APM 760-28-b</a></p> <p><a href="#">APM 760-35-b</a></p>
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