

Academic Leave Accrual Chart
 UC Riverside, Academic Personnel Office

ACADEMIC SERIES ^		APM REFERENCE	Sick Leave	Vacation Leave	
			Accrual *	Accrual *	Leave Code
Professor ^ APM 220 <i>See note below regarding eligibility for Paid Medical Leave for Personal Illness (APM 710-11).</i>					
Pay Basis	Academic Year	APM 730-0-a Vacation Accrual APM 710-0-a Sick Leave Accrual	No	No	N
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 710-14 Sick Leave Eligibility Sick Leave Accrual	Yes	Yes	D
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 As of September 2010 Postdoctoral Scholars at the University of California are represented by a union and Academic Personnel Guidelines 390 do not apply.					
Pay Basis	Fiscal Year	UAW Contract	Yes	No (effective 1/01/2004)	N
Duration of Appt	6 months or more				
Percent of Appt	> or = 50%				
Pay Basis	Fiscal Year	UAW Contract		No	N
Duration of Appt	< 6 months				
Percent of Appt	> or = 50%				
Academic Administrator APM 370					
Pay Basis	Fiscal Year	APM 730-0-b Vacation Leave Accrual APM 370-20 Academic Administrator	Yes	Yes	D
Duration of Appt	6 months or more				
Percent of Appt	> or = 50%				
Pay Basis	Fiscal Year	APM 370-20-b Vacation Leave Accrual APM 370-20-a Sick Leave Accrual	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 Leave Accrual APM 375-20 Academic Coordinator	Yes	Yes	D
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 Accrual APM 710-0-a Sick Leave Accrual APM 375-20 Academic Coordinator	No	No	N
Duration of Appt	Any				
Percent of Appt	Any				

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ACADEMIC SERIES ^		APM REFERENCE	Sick Leave	Vacation Leave	
			Accrual *	Accrual *	Leave Code
Specialist Series APM 330					
Pay Basis	Fiscal Year	APM 730-0-b Vacation Leave Accrual APM 710-0-a Sick Leave Accrual	Yes	Yes	D
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%				
Assistant / Associate University Librarian APM 365					
Pay Basis	Fiscal Year	APM 730-0-b Vacation Leave Accrual APM 365-20 Assoc/Asst UL	Yes	Yes	D
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 Leave Accrual APM 360-20-f Librarian Series	Yes	Yes	D
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 Leave Accrual APM 334-20-c Specialist in CE Series	Yes	Yes	D
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 Leave Accrual APM 340-20 CES Series	Yes	Yes	D
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%				

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ACADEMIC SERIES ^		APM REFERENCE	Sick Leave	Vacation Leave	
			Accrual *	Accrual *	Leave Code
Cooperative Extension Advisor APM 335					
Pay Basis	Fiscal Year	APM 730-0-b Vacation Leave Accrual APM 335-20 Coop Ext Advisor	Yes	Yes	D
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 (e.g. Scientist) Series APM 311					
Pay Basis	Fiscal Year	APM 730-0-b Vacation Leave Accrual APM 710-14 Sick Leave Eligibility	TBD	Yes	D
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
Duration of Appt	Any				
Percent of Appt	Any				
Pay Basis	Fiscal Year	APM 730-0-b Vacation Leave 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 , APM 730-18 Vacation Accrual	No	No	N
Duration of Appt	Any				
Percent of Appt	Any				
STUDENT ACADEMIC SERIES ^		APM REFERENCE	Sick Leave	Vacation Leave	
			Accrual *	Accrual *	Leave Code
e.g., TAs, Assoc Ins, Tchng Fellows, Rschers, Tutors:					
Pay Basis	Academic Year	APM 730-0-a Vacation Accrual APM 710-0-b Sick Leave Accrual	No	No	N
Duration of Appt	Any				
Percent of Appt	Any				
e.g., GSRs:					
Pay Basis	Fiscal Year	APM 730-0-b Vacation Leave Accrual APM 710-0-b Sick Leave Accrual	No	Yes	E
Duration of Appt	12 consecutive months or more				
Percent of Appt	> or = 50%				

Academic Leave Accrual Chart

UC Riverside, Academic Personnel Office

Leave of Absence (LOA) Approval Authority

- Non-Senate leaves – Dean
- Senate leaves 15 calendar days or less (with the exception of FML Medical leaves) - Dean
- All other Senate leaves – Vice Provost for Academic Personnel (VPAP)

Leave Accrual and Leave Code

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'.

Visiting Appointments

^ [APM 230-40-b](#) 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. Project Scientist
7. Librarian

Per [APM 230-20-f](#), the policies on sick leave, vacation leave and other authorized paid leaves for the titles listed above (1-7) also apply to "Visiting" appointees in those titles.

Postdoctoral Scholars

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.

The full [UAW Contract](#) is available and UCR Postdocs can contact their union at <http://www.uaw5810.org>

Transfer of Accrued Sick Leave (APM 710-44)

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.

An appointee who transfers from a position within the University in which sick leave accrues to another position within the University in which sick leave does not accrue shall not have prior sick leave accruals transferred. However, the appointee shall retain the accrued sick leave balance, which may be available for use if the appointee later transfers to a position in which sick leave accrues or for conversion to UCRP service credit if the appointee retires, in accordance with UCRP provisions.

Vacation Pay (APM 730-21b) and Transfer of Vacation (APM 730-23)

An appointee who transfers from a vacation-accruing title to a non-accruing title shall be paid for accrued vacation.

An appointee who transfers to another University location with no break in service shall have accrued vacation hours transferred to the new location.

Vacation Leave Accrual Codes, Accounting

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

<http://accounting.ucr.edu/payroll/leave.html>