

LEAVE OF ABSENCE REQUEST

Academic Student Employees
Graduate Student Researchers

Purpose of the Form

You have been provided the attached form because you are requesting leave under Article 18 of the [Academic Student Employees collective bargaining agreement](#) or Article 17 of the [Graduate Student Researcher collective bargaining agreement](#) between the UAW and the Regents of the University of California. Per the ASE/GSR contracts, employees must make their request for leave in writing and upon request, provide appropriate documentation to the University to ensure compliance. ASEs/GSRs are expected to request leave as soon as the need for leave becomes known and whenever possible, leave should be requested **at least 30 days** in advance of the start date of the leave, and not less than 1 working day in advance of the commencement of the leave unless the leave is for an unanticipated personal or family illness or bereavement.

Long-Term Leave

A salaried ASE/GSR is eligible for up to **8 weeks of paid leave** per academic year. Please note that the paid leave does not continue beyond the end date of the ASE/GSR's appointment. The ASE/GSR may take long-term leave due to the following reasons:

- The ASE/GSR's own serious health condition, as defined under the Family and Medical Leave Act (FMLA);
- To care for a family member of the ASE/GSR, who has a serious health condition (please see the Leaves Article, Section H or below for a list of qualified family members);
- To care for and bond with the newborn child or a child placed with the ASE/GSR for adoption or foster care, provided the leave is taken within 12 months of the birth or placement of the child with the ASE/GSR; or
- Pregnancy, childbirth or related medical conditions for the period prior to, during, and after childbirth.

Short-Term Leave

A salaried ASE or GSR with a 50% appointment is eligible for up to **2 days of paid leave** for quarter campuses and up to **3 days of paid leave** for semester campuses. The amount of paid leave will be prorated for salaried ASEs with appointments other than 50% FTE. Please note that the paid leave does not continue beyond the end date of the ASE/GSR's appointment. The ASE/GSR may take short-term leave due to the following reasons:

- The ASE/GSR's own personal illness and/or disability
- The birth, adoption, or care of a child or family member as defined below in Section H;
- Family emergencies; or
- Appointments and/or hearings scheduled by federal immigration officials or the U.S. Department of State with respect to immigration or citizenship status of the ASE/GSR, spouse, domestic partner, child or parent in accordance with the Immigration Article.

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For information regarding other leaves under the ASE or GSR contract, such as Pregnancy Disability Leave, Bereavement Leave, or Jury Duty Leave, you may review [Article 18](#) of the ASE contract or [Article 17](#) of the GSR contract.

Definition of Serious Health Condition (As defined by FMLA):

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least 2 visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Definition of a Family Member (As defined by ASE Article 18/GSR Article 17, Section H):

Family member is defined as an ASE/GSR's parent, child, spouse, domestic partner, grandparent, grandchild, or sibling. Child means the ASE/GSR's biological child, adopted child, foster child, stepchild, legal ward, or a child for whom the ASE/GSR stands in loco parentis, who is under 18 years of age or incapable of self-care because of a mental or physical disability. Parent includes the ASE/GSR's biological parent, foster parent, adoptive parent, stepparent, parent-in-law, legal guardian, or an individual who stood in loco parentis to the ASE/GSR when the ASE/GSR was a child.