

# Academic Leaves

Highlander Orientation – Session #5  
April 12, 2024, 1:00pm – 3:00pm

Sara Umali  
Director of Academic Personnel Data & Technology  
(951) 827-5810  
[sara.umali@ucr.edu](mailto:sara.umali@ucr.edu)  
[academicpersonnel.ucr.edu](http://academicpersonnel.ucr.edu)

# Agenda

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## Highlander Orientation – Session # 5

Topic: Academic Benefits and Privileges (APM 700)  
Date: April 12, 2024  
Time: 1:00pm-3:00pm  
Facilitator: Sara Umali, Director, Academic Personnel Data and Technology  
Location: Virtual via Zoom



## Agenda

1:00pm – 1:10pm – Introductions  
1:10pm – 1:20pm – APM 700 Overview

1:20pm – 1:40pm – Academic Leaves  
1:40pm – 1:50pm – Q&A

1:50pm – 2:10pm – Sabbatical Leaves  
2:10pm – 2:20pm – Q&A

2:20pm – 2:25pm – Break

2:25pm – 2:45pm – Stop the Clock (STC) or Extension of the Tenure Clock and Active Service Modified Duties (ASMD)

2:45pm – 2:55pm – Q&A

2:55pm – 3:00pm – Closing

## UC Benefits

Employment benefits are an important part of your compensation package. Be sure to visit the Benefits page and the links below to learn about the benefits the University provides.

### Health and Welfare Plans

- Medical Plans
- Dental Plans
- Vision Plan
- Behavioral Health Plans
- Flexible Spending Accounts
- ARAG Legal Plan
- Life Insurance

### UC Retirement Benefits

### UC Disability Benefits



Quick Links: <https://academicpersonnel.ucr.edu/leave-of-absence>

# Academic Policies

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## Systemwide

- [Academic Personnel Manual \(APM\)](#) – systemwide policy manual for academics issued and maintained by the Office of the President (UCOP). The APM applies only to the extent provided for in a Memorandum of Understanding (MOU) for academic appointees covered by collective bargaining.
- [Health Sciences Compensation Implementing Procedures](#) – provides a common administrative framework within which a participating health sciences school can compensate its faculty according to the competitive requirements of each discipline.
- [Bargaining Contracts](#) – existing employment contracts with each bargaining unit.

## UCR

- [Delegation of Authority](#) – this provides information on approval authority for various academic activities such as merits and promotions, academic leaves, etc.



Quick Links: <https://academicpersonnel.ucr.edu/quick-links>

# Statutes

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## Federal and State Laws and Regulations

- Family and Medical Leave Act ([FMLA](#)): The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.
- California Family Rights Act ([CFRA](#)): CFRA was established to ensure secure leave rights for the following: (a) birth of a child for purposes of bonding, (b) placement of a child in the employee's family for adoption or foster care, (c) for the serious health condition of the employee's family member, and (d) for the employee's own serious health condition.

*Eligibility: Requires that you have been employed by UC for at least a total of 12 months and that you have actually worked at least 1,250 hours during the 12 months immediately before the start of the leave.*



Quick Links: [APM 715](#)

# Pay for Family Care and Bonding (PFCB)

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## UC Income Replacement Program

- UC PFCB ([APM 715-20-a](#)): effective 7/1/2021, the University developed the PFCB program as income replacement. This is not additional leave time. The program provides pay for family leaves that is similar to that pay available through California State Disability Insurance (CA-SDI). UC does not participate in CA-SDI.
- The PFCB pay option will provide income replacement of 100% of eligible earnings for up to eight workweeks per calendar year to replace the income that employees would otherwise lose during an approved Family and Medical Leave (FML) taken for a qualifying reason.
- FML is job-protected leave provided by the University for specified family and medical reasons consistent with the federal Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), and California's Pregnancy Disability Leave Law (PDLL). PFCB is not an option if you're taking FML for your own serious health condition or your pregnancy disability.
- To be eligible for PFCB, you must first be eligible for a qualifying Family and Medical Leave under FMLA and/or CFRA. This requires that you have been employed by UC for at least a total of 12 months and that you have actually worked at least 1,250 hours during the 12 months immediately before the start of the leave.
- Below are the qualifying reasons:
  - Care for a family member with a serious health condition
  - Bonding with a new child
  - Military Caregiver Leave
  - Qualifying Exigency Leave



# Statutes and PFCB

## Academic Leaves and FML, CFRA, PFCB Interactions

Leave Type	May Run Concurrent with Federal and/or State Regulations	PFCB
Medical Leave - Self	FML, CFRA	No
Medical Leave - Family Member	FML, CFRA	Yes
Childbearing	FML, CFRA	No
Parental	FML, CFRA	Yes
Adoption	FML, CFRA	Yes
Military	N/A	N/A
Military Caregiver	FML	Yes
Professional Leave	N/A	N/A
Sabbatical Leave	N/A	N/A

- Pay for Medical Leave – Self is through APM 710-11 (Paid Faculty Medical Leave)
- Pay for childbearing is 1 quarter per UCR Family and Work/Life Balance
- For Military Leave, UC supports its employees' desire to serve in the military. For more information, please visit this link: <https://ucnet.universityofcalifornia.edu/compensation-and-benefits/roadmaps/military.html>.



Quick Links: [APM 710-11](#)

# Academic Leave Types

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- Sick Leave (APM 710)
  - *Medical Leave for Academic Appointees Who Do Not Accrue Sick Leave*
- Family and Medical Leave (APM 715)
- Sabbatical Leave (APM 740)
- Bereavement Leave
- Jury Duty Leave
- Leave for Service to Governmental Agencies (APM 750)
- Military Leave (APM 751)
- Leave to Attend Professional Meeting (APM 752)
- Other Leaves with Pay (APM 758)
- Other Leaves without Pay (APM 759)
- Family Accommodation for Childbearing and Childrearing (APM 760)
  - *Childbearing Leave*
  - *Parental Leave*
  - *Active Service Modified Duties (ASMD) – **this is not a leave of absence***
  - *Stop the Clock (STC) – **this is not a leave of absence***



Quick Links: [APM 700](#), <https://academicpersonnel.ucr.edu/leave-of-absence>

# Academic Leaves Resources

## Resources For Academic Leaves of Absence

Academic-year appointees (9/12) are expected to be present on campus 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) ([pdf](#))

In order to fulfill their obligations to the University, the APM states “faculty members must maintain a significant presence on campus, meet classes, keep office hours, hold examinations as scheduled, be accessible to students and staff, be available to interact with University colleagues, and share service responsibilities throughout every quarter or semester of active service” (APM 025-8(a)) ([pdf](#)), General Principles, Obligations to the University).

Academic appointees absent without an approved leave are at considerable risk of non-coverage should an injury occur. Prior approval for leaves of absence is important to remain compliant with Federal and State laws.

Academic employees wishing to be absent from the campus for more than seven calendar days must file a Leave of Absence form (UPAY 573-4) ([pdf](#)) with the Department Chair or equivalent to be approved BEFORE the start of the leave.

For those who accrue vacation, vacation is not reported on a leave form unless it is taken in conjunction with another leave which results in a total absence from the campus of more than seven calendar days. (In this case, the days to be reported as vacation should be listed in the remarks section of the leave form.)

For questions or more information, please contact the Academic Personnel staff in your Dean's office or send an email to the Academic Personnel Office at [academicpersonnel@ucr.edu](mailto:academicpersonnel@ucr.edu).

### WHAT TO DO IF YOU ARE

Taking a leave to attend professional meetings or for University business ([link](#))

Taking a Sick Leave ([link](#))

Taking a leave to care for a family member ([link](#))

Taking a Sabbatical Leave ([link](#))

Having a Baby ([link](#))

Adopting a Child ([link](#))



Quick Links: <https://academicpersonnel.ucr.edu/leave-of-absence>



# Academic Leaves Resources

## Academic Leaves

### What To Do If You Are Having A Baby:

+	Find Out About The Leave Provisions That Apply to You
+	Check with Your UC Medical Plan About Programs They May Offer
+	Complete The Appropriate Leave Forms
+	Request Approval
+	Make Sure Your Benefits Are In Order
+	After The Baby Comes Home: Update Your Benefits
+	Find Childcare
+	For Birthmothers, Learn About Resources for Nursing Mothers
+	Review Your Direct Deposit Statement Carefully
+	If unforeseen circumstances should prevent you from returning to UC
+	If You Decide To Retire



Quick Links: <https://academicpersonnel.ucr.edu/leave-of-absence>

# Academic Leaves Approval Process

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## Delegation of Authority

- Sabbatical leave (Regular and In-Residence) – Dean
- Non-Senate leaves – Dean
- Senate leaves that are thirty (30) calendar days or less (with the exception of leaves with FML designation) – 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)



Quick Links: [Delegation of Authority Charts](#)

# Family Accommodations Scenarios for Childbearing and Childrearing

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## APM 760

- Childbearing
- Childrearing/Parental/Adoption
- Active Service Modified Duties (ASMD)
- Stop the Clock

**Scenario 1:** Professor Michelle Yeoh is an academic year faculty member who is due to have a baby on or around September 25, 2024, what leave options are available to her?

For discussion:

- What if she gives birth during the summer quarter?
- What if Professor Michelle Yeoh is an Assistant Professor?
- What if there are complications and she needs to take additional medical leave?



Quick Links: [APM 760](#)

# Scenarios for Medical Leave

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## APM 710, 715, 711

- Medical Leave (710)
- Family and Medical Leave (715)
- Reasonable Accommodation for Academic Appointees with Disabilities (711)

**Scenario:** Professor Waymond Wang is an academic year faculty member with over 10 years of service. He was recently diagnosed with a serious health condition. What leave options are available to him?

For discussion:

- What if he has only been with the University for less than 10 years?
- What if Professor Wang is a non-tenured faculty member?
- What if it's a long term illness?
- What if it's for a serious health condition of a family member and not his?



Quick Links: [APM 710](#), [APM 715](#), [APM 711](#)

# Sabbatical Leaves

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## Types of Sabbatical Leaves (APM 740-28)

- Regular
- In Residence

## Credit Accrual (APM 740-11-h)

- Academic-year appointees accrue three quarters of sabbatical leave credit per calendar year, excluding periods of leave of absence without salary.
- Fiscal-year appointees accrue four quarters of sabbatical leave credit per calendar year, excluding periods of leave of absence without salary.
- Not accrued during:
  - sabbatical leave
  - a greater than half-time research appointment to a University-sponsored research institute, program, or comparable unit;
  - a leave of absence with pay for one (1) quarter or more
  - any leave of absence without pay



Quick Links: [APM 740](#)

# Sabbatical Leaves

## Compensation During Sabbatical Leave (APM 740-18)

- based on the rate of the appointee's regular salary for the appointment held during the period for which the leave is scheduled or at varying percentages of such regular salary as specified in the Charts below.

Sabbatical Leave Credit for **Academic-Year** Appointees  
Quarter System

Qualifying Service**	Sabbatical Leave Credit		
	<u>1 Qtr</u>	<u>2 Qtrs***</u>	<u>3 Qtrs***</u>
6 Quarters	0.67 Salary*		
9 Quarters	Regular Salary		
12 Quarters		0.67 Salary*	
15 Quarters		0.83 Salary	
18 Quarters		Regular Salary or	0.67 Salary*
21 Quarters			0.78 Salary
24 Quarters			0.89 Salary
27 Quarters			Regular Salary

Sabbatical Leave Credit for **Fiscal-Year** Appointees  
Quarter System

Qualifying Service**	Sabbatical Leave Credit			
	<u>1 Qtr</u>	<u>2 Qtrs***</u>	<u>3 Qtrs***</u>	<u>4 Qtrs***</u>
6 Quarters	0.67 Salary*	—	—	—
9 Quarters	Regular Salary			
12 Quarters		0.67 Salary*		
15 Quarters		0.83 Salary		
18 Quarters		Regular Salary or	0.67 Salary*	
21 Quarters			0.78 Salary	
24 Quarters			0.89 Salary or	0.67 Salary*
27 Quarters			Regular Salary or	0.75 Salary
30 Quarters				0.83 Salary
33 Quarters				0.92 Salary
36 Quarters				Regular Salary

\* Or regular salary if sabbatical leave is taken in residence.

\* Or regular salary if sabbatical leave is taken in residence.



# Sabbatical Leaves

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## Can I work elsewhere while on sabbatical?

### Other Employment During Sabbatical Leave (APM 740-19)

Policy states that “Sabbatical leave shall not be used as a means of augmenting personal income. Except as provided in APM - 025 and APM - 740-18, an individual shall not accept gainful employment during a sabbatical leave. (See APM - 025 for guidance on outside professional activities and APM - 740- 18-c for policy related to additional compensation from research for appointees on sabbatical leave at less than full salary. Health Sciences Compensation Plan participants, see APM - 671.)”

### Restrictions (APM 740-16)

- Maximum credits = 30 for academic year appointees and 40 for fiscal year appointees
- Return to Service = immediately following the leave of absence, the recipient will return to active University service for a period at least equal to the period of the leave. Failure to return to regular University employment after sabbatical leave for a period at least equal to the period of the leave shall create an obligation on the part of the appointee to refund the entire salary received



Quick Links: [APM 740](#)

# Stop the Clock (STC)

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## Stop The Clock (APM 760-30, APM 133-17-h)

- STC is not a leave of absence. It is an extension of the probationary period.
- Academic appointees with an eight-year limit in their title at the Assistant or Lecturers/Sr. Lecturers w/ Potential Security of Employment may request to extend their clock for the following reasons:
  - Childbearing or childrearing
  - Serious Health Condition Including Disability or Bereavement
  - Significant Circumstance or Event
- Clock extensions are for a period of one year, with up to a maximum of two years.
- An academic appointee must submit any clock extensions before July 1 of the academic year in which a promotion review is to occur.
- Forms: [Childbearing or Childrearing](#) or [Serious Health Condition or Significant Circumstance or Event](#)

- Approval Process:





# Stop the Clock (STC)

## Stop The Clock (APM 760-30, APM 133-17-h)

- When a STC request is processed and approved a new review timeline is provided to the academic appointee.
- Sample Timeline

**Appointment: July 1, 2022**

Review Schedule	STC	Review Date
Fall 2022 - Spring 2023		
Fall 2023 - Spring 2024		Merit review
Fall 2024 - Spring 2025		
Fall 2025 - Spring 2026		Merit review
Fall 2026 - Spring 2027	STC for Fifth Year Appraisal	<del>Fifth Year Appraisal</del>
Fall 2027 - Spring 2028		Merit and Fifth Year Appraisal
Fall 2028 - Spring 2029	STC for 7th Year Mandatory Review	<del>7th Year Promotion to Tenure</del>
Fall 2029 - Spring 2030		7th Year Promotion to Tenure



Quick Links: [APM 133-17-h](#), [APM 760-30](#)

# Active Service Modified Duties (ASMD)

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## Active Service Modified Duties (APM 760-30, APM 133-17-h)

- ASMD is not a leave of absence. It 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 newly placed for adoption or foster care.
- A childbearing appointee is eligible for a total period of childbearing leave (1 quarter) plus active service-modified duties (2 quarters). If an appointee gives birth during the summer or an off-duty term, the appointee is eligible for a total period of ASMD of three (3) quarters.
- The academic appointee must provide a statement certifying that they have 50% or more responsibility for the care of the child(ren) and this request should be made as far in advance as possible.
- All modified duties must be taken within the period of 3 months prior to, and 12 months following, the birth or placement of a child or children.
- Forms: [Certification Form](#)

• Approval Process:



Quick Links: [APM 760-28](#)

# Related Policies

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- **Reasonable Accommodation for Academic Appointees with Disability (APM 711):** The University provides reasonable accommodation to otherwise qualified academic appointees who are disabled or become disabled and need assistance to perform the essential functions of their positions. Accommodation options will be considered in an interactive process with the appointee. Both the University and the appointee are expected to participate in the interactive process in good faith.
- **Presumptive Resignation (APM 700-30):** 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 (subject to the procedures and timeline set forth in APM 700-30). In such cases, the department chair shall make appropriately diligent efforts to establish the starting date of the unexplained absence.
- **Conflict of Commitment and Outside Activities of Faculty Members (APM 025 or APM 671 for members of HSCP):** The University of California policy on conflict of commitment and outside activities of faculty members provides guidance for the identification and management of outside professional activities in order to avoid conflicts of commitment, while assuring that faculty may engage in a wide array of outside activities without unnecessary limitations. Some leaves of absence may require a Category 1 prior approval and/or reporting.



Quick Links: [APM 711](#), [APM 700-30](#), [APM 025](#), [APM 671](#)

# Resources

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- **Academic Personnel Staff Dean's Office:** first level support and for general questions
  - BCOE: Cecilia Gonzalez (951) 827-5655
  - CHASS: Susan Brown (951) 827-3596
  - CNAS: Joy Salas (951) 827-7292
  - SOE/SPP: Jasmine Salas (951) 827-2332
  - School of Business: Ana Kafie (951) 827-2909
  - SOM: Margi Burnett (951) 827-7578
- **Workers' Compensation and Disability Programs Manager:** for disability management or reasonable accommodation coordinated through the dean's office
  - Ariel Caluag, [ariel.caluag@ucr.edu](mailto:ariel.caluag@ucr.edu) or (951) 827-4207
- **Academic Personnel Office:** for consultation
  - [academicpersonnel@ucr.edu](mailto:academicpersonnel@ucr.edu)

# Questions

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Sara Umali  
Director of Academic Personnel Data &  
Technology  
(951) 827-5810  
sara.umali@ucr.edu  
<https://academicpersonnel.ucr.edu/>