

Date: November 13, 2017

To: Department Chairs

From: Ameae Walker, *Vice Provost Walker*  
Vice Provost for Academic Personnel

Cc: Cindy K. Larive, Provost and Executive Vice Chancellor  
Deans  
Academic Personnel Directors  
Academic Personnel Office

Re: Academic Leaves of Absence

In response to the request made at the Department Chair Fall forum, I am sending this reminder that academic appointees absent without an approved leave are at considerable risk of non-coverage should an injury occur. Approval of the leave indicates that the work being done is related to your job responsibilities and therefore covered by workers compensation. Prior approval for leaves of absence is also important to remain compliant with Federal and State laws and University policy.

Academic employees wishing to be absent from the campus for more than seven (7) calendar days must file a Leave of Absence Form ([UPAY 573](#)) with the Department Chair prior to the start of the leave. Per [APM 700](#), 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) must apply for a leave of absence. This is not a new policy.

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\(a\)](#), General Principles, Obligations to the University). Active service includes quarters when you have no classroom teaching.

For 9-month faculty, the situation during the summer months is that there is coverage for work-related injuries, but the outcome of a claim will greatly depend on supporting documentation from the employee and a thorough review of the case. Workers' Compensation is a state mandated benefit for employees with work-related injuries and illness, awarded without regard to who is at fault. California's Workers' Compensation laws are intended to ensure that employees receive prompt medical treatment, among other benefits, when they are injured on-the-job. Under workers' compensation, an injury must meet the test of both arising out of employment and occurring during the course of employment to be compensable. For assistance or more information, please contact Risk Management at [risk@ucr.edu](mailto:risk@ucr.edu) or (951) 827-8221.

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.

For additional information on academic leaves of absence, please refer to Academic Leave of Absence information page (<https://academicpersonnel.ucr.edu/leave-of-absence>) and the following references:

[APM 700-765](#): Benefits and Privileges

School of Medicine, Health Sciences Compensation Plan (HSCP)

[Bargaining Contracts](#)

Conflict of Commitment and Outside Activities ([APM 025](#), [APM 671](#))

For questions, please contact the Academic Personnel staff in your Dean's Office or the Academic Personnel Office at [academicpersonnel@ucr.edu](mailto:academicpersonnel@ucr.edu). Please share this information with the academic appointees in your department.