

# ASE and GSR Leaves from Employment Chart (Last Updated March 2024)

<b>MEDICAL and FAMILY-RELATED LEAVES</b>		
LEAVE TYPE AND DURATION	REQUEST PROCESS	PAY STATUS
<p><b>SHORT-TERM LEAVE</b></p> <p>For the purposes of:</p> <ul style="list-style-type: none"> <li>▪ Personal illness and/or disability;</li> <li>▪ Birth, adoption, or care of a child or family member<sup>1</sup>;</li> <li>▪ Family emergencies; or</li> <li>▪ Immigration appointments and/or hearings<sup>2</sup>.</li> </ul> <p>2 days per academic quarter for salaried employees<sup>3</sup>. Additional time off may be granted at the discretion of the Hiring Department but not to exceed the appointment end date.</p>	<p>The employee shall complete the ASE/GSR Leave from Employment Request Form and submit to their Supervisor in a timely manner, <b>but no less than 1 working day in advance of the anticipated leave date</b>, unless the leave is for an unanticipated personal/family illness or bereavement.</p> <p>The written request must contain the reason for the leave, the expected duration, and any supporting documentation as appropriate to the leave type.</p> <p>Paid leave shall be treated as normal paid status in UCPath.</p> <p><b>For Unpaid Leave</b> – The ASE/GSR shall report the approved unpaid leave period in Kronos by selecting the Pay Code: <b>ASE/GSR Unpaid Time Off</b> and entering the number of scheduled work hours for each day(s) off.</p>	<ul style="list-style-type: none"> <li>▶ 2 days of paid leave for salaried employees. (Teaching Assistants, Associate Instructors, And Graduate Student Researchers)</li> <li>▶ Unpaid for hourly employees (Readers and Remedial Tutors).</li> <li>▶ Unpaid for additional time off – for all employees.</li> </ul>
<p><b>LONG-TERM LEAVE – <i>for salaried employees only</i></b></p> <p>For the purposes of following:</p> <ul style="list-style-type: none"> <li>▪ Pregnancy, child birth or related medical conditions prior to, during and after childbirth<sup>4</sup>;</li> <li>▪ The employee’s own serious health condition<sup>5</sup>, care of a family member who has a serious health condition; or</li> <li>▪ To care for and bond with a newborn child or a child placed with the employee for adoption or foster care.<sup>6</sup></li> </ul> <p><b>Up to 8 weeks</b> of paid leave in an academic year. Additional time off may be granted at the discretion of the Hiring Department but not to exceed the appointment end date.</p>	<p>The employee shall complete the ASE/GSR Leave from Employment Request Form and submit to their Supervisor at a <b>minimum of 30 calendar days in advance of the anticipated begin date</b> or as soon as possible, if the leave is unforeseeable.</p> <p>The written request must contain the reason for the leave, the expected duration, and any supporting documentation as appropriate to the leave type.</p> <p>If approved, the Hiring Department shall forward the leave documents to the Office of Academic Personnel (AP) for processing as an Extended Absence in the UCPath Absence Management module. AP will provide the employee with their FMLA designation notice. (cc’ing in Hiring Department and the Graduate Division)</p> <p>Employees returning to work from leave due to pregnancy, child birth, or related medical condition, or serious health condition will be provided the Return to Work Certification Form, to be completed by the Primary Care Provider, and return to the AP Leave Manager <b>prior</b> to the return work date by fax at: (805) 893 –7712 or by email to: <a href="mailto:ap-leave@ucsb.edu">ap-leave@ucsb.edu</a>.</p>	<ul style="list-style-type: none"> <li>▶ Paid - <b>Up to 8 weeks</b> per academic year regardless of the number of qualifying events.</li> <li><b>NOTE:</b> Academic Year refers to the start of Fall Quarter through the end of Summer.</li> <li>▶ Unpaid for additional time off.</li> </ul>
<p><b>PREGNANCY DISABILITY</b></p> <p>For pregnancy and/or reasonable accommodation for pregnancy disability, childbirth, and related medical conditions.<sup>7</sup></p> <p><b>Up to 4 months</b> in a 12-month period but not to exceed the employee’s appointment end date.</p>	<p>Employees returning to work from leave due to pregnancy, child birth, or related medical condition, or serious health condition will be provided the Return to Work Certification Form, to be completed by the Primary Care Provider, and return to the AP Leave Manager <b>prior</b> to the return work date by fax at: (805) 893 –7712 or by email to: <a href="mailto:ap-leave@ucsb.edu">ap-leave@ucsb.edu</a>.</p>	<ul style="list-style-type: none"> <li>▶ Pregnancy Disability leave is normally unpaid. Can be taken concurrently with the <b>(up to) 8 weeks</b> of paid Long-Term Leave.</li> <li>▶ The Hiring Department continues to pay the employee’s University-sponsored health insurance for the duration of the approved leave.</li> </ul>

<sup>1</sup> Defined as one’s parent, child, spouse, domestic partner, grandparent, grandchild or sibling. Child means the employee’s biological child, adopted child, foster child, stepchild, legal ward, or a child for whom the employee 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 employee’s biological parent, foster parent, adoptive parent, stepparent, parent-in-law, legal guardian, or an individual who stood in loco parentis to the employee when the employee was a child.

<sup>2</sup> Scheduled by federal immigration officials or the U.S. Department of State with respect to immigration or citizenship status of the employee, spouse, domestic partner, child or parent in accordance with the Immigration Articles of the BX and BR contracts.

<sup>3</sup> Defined as a Teaching Assistant, Associate Instructor, or Graduate Student Researcher

<sup>4</sup> Any paid leave taken under this leave option shall run concurrently with any leave taken under the Pregnancy Disability leave pursuant to California’s Pregnancy Disability Leave Laws

<sup>5</sup> Defined by FMLA as “a serious health condition that makes the employee unable to perform the essential functions of his or her job”

<sup>6</sup> Leave shall be taken within twelve months of the birth or placement of the child with the employee.

<sup>7</sup> Per the [California Pregnancy Disability Leave Laws](#)

**For Additional Information, see the Leaves Article of the ASE(BX) and GSR(BR) contracts located at: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/index.html>**

# ASE and GSR Leaves from Employment Chart (Last Updated March 2024)

NON-MEDICAL LEAVES		
LEAVE TYPE AND DURATION	REQUEST PROCESS	PAY STATUS
<p><b>BEREAVEMENT</b></p> <p>Leave due to death of a family member<sup>1</sup></p> <p><b>Up to</b> 5 calendar days per occurrence(s) on days scheduled to work. Additional time off may be granted at the discretion of the Hiring Department but not to exceed the appointment end date.</p>	<p>For all leaves described in this section except for Military Leave (see University Policy – <a href="#">APM 751</a>):</p> <p>The employee shall complete the ASE/GSR Leave from Employment Request Form and submit to their Supervisor in a timely manner, <b>but no less than 1 working day in advance of the anticipated leave date</b>, unless the leave is for an unanticipated personal/family illness or bereavement.</p> <p>The written request must contain the reason for the leave, the expected duration, and any supporting documentation as appropriate to the leave type.</p> <p>For Jury Duty - The employee shall notify their Supervisor of jury duty service in advance of the service date and may be required to provide a copy of the Proof of Appearance for Jury Service for each day of service issued by the Court.</p> <p>Paid leave shall be treated as normal paid status in UCPath.</p> <p><b>For Unpaid Leave</b> – The ASE/GSR shall report the approved unpaid leave period in Kronos by selecting the Pay Code: <b>ASE/GSR Unpaid Time Off</b> and entering the number of scheduled work hours for each day(s) off.</p>	<ul style="list-style-type: none"> <li>▶ Paid –<b>Up to</b> 5 calendar days per occurrence(s) on days scheduled to work.</li> <li>▶ The Hiring Department may grant additional paid time off if needed.</li> </ul>
<p><b>MILITARY</b></p> <p>For ASE and GSRs who are called to <b>active</b> US Military Service</p>		<p>Paid to the extend required by applicable law<sup>8</sup></p>
<p><b>OTHER LEAVES</b></p> <p>Such leaves include but not limited to:</p> <ul style="list-style-type: none"> <li>Attend professional meetings</li> <li>Provide services to Govt. Agencies</li> </ul>		<p>Paid or Unpaid – at the discretion of the Hiring Department or if required by applicable law</p>
<p><b>JURY DUTY</b></p> <p>For required jury duty service</p>		<p>Paid – unless the employee fails to provide proof of jury service</p>

<sup>8</sup> See APM-751: <https://www.ucop.edu/academic-personnel-programs/files/apm/apm-751.pdf>