

# Academic Student Employee Leave Chart

For Graduate Students appointed in an ASE title (Associate, Teaching Assistant, Reader, Remedial Tutor) during the Academic Year

MEDICAL and FAMILY-RELATED LEAVES		
LEAVE TYPE	REQUEST PROCESS	PAY STATUS and DURATION
<p><b>SHORT-TERM LEAVE</b> 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>i</sup></li> <li>▪ Family emergencies</li> <li>▪ Immigration appointments and/or hearings</li> </ul>	<p>The ASE submits a written request for leave/extension of leave to their Supervisor in a timely manner (<b>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>Leave approval and administration is at the department level.</p>	<p>Salaried ASE's (Associates and TAs) appointed at 50% for the academic quarter are eligible for 2 days of paid short term leave. Additional time off is unpaid.</p> <p>Hourly ASE's (Readers and Remedial Tutors) are eligible for unpaid short term leave.</p>
<p><b>LONG-TERM LEAVE</b> For the purposes of:</p> <ul style="list-style-type: none"> <li>▪ Pregnancy disability, child birth or related medical conditions prior to, during and after childbirth<sup>ii</sup> (Category 1)</li> <li>▪ ASE's own serious health condition<sup>iii</sup>, care of a family member<sup>i</sup> with a serious health condition, or parental leave<sup>iv</sup> (Category 2)</li> </ul>	<ul style="list-style-type: none"> <li>▪ The ASE:                             <ol style="list-style-type: none"> <li>a) Notifies 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.</li> <li>b) Submits a completed <a href="#">ASE and GSR Leave Request Form</a> to their department.</li> <li>c) Returns any required Medical/PDLL documentation paperwork provided by the Leave Administrator:                                     <ul style="list-style-type: none"> <li>▪ <a href="#">Certification of Health Care Provider for Employee's Pregnancy Disability (PDLL)</a> <ul style="list-style-type: none"> <li>• For pregnancy, child birth or related medical conditions prior to, during and after childbirth</li> </ul> </li> <li>▪ <a href="#">Certification of Healthcare Provider for Employee's Serious Health Condition:</a> <ul style="list-style-type: none"> <li>• For the ASE's own serious health condition</li> <li>• For the care of a family member</li> <li>• To care for newborn/placed adoptive or foster child (Parental Leave)</li> </ul> </li> <li>▪ <a href="#">Declaration of Relationship:</a> <ul style="list-style-type: none"> <li>• For the care of a family member</li> <li>• To care for newborn/placed adoptive or foster child (Parental Leave)</li> </ul> </li> </ul> </li> </ol> </li> <li>▪ The Department will route the Leave Request Form for to Academic Personnel for review.</li> <li>▪ Academic Personnel:                             <ol style="list-style-type: none"> <li>a) Reviews the leave request, and notifies the employee, department and Grad Division of the approved leave</li> <li>b) Enters leave information into UCPATH.</li> </ol> </li> </ul>	<p>Salaried ASE's are eligible for:</p> <ul style="list-style-type: none"> <li>▪ <u>Up to 6 weeks</u> of paid leave for Category 1</li> <li>▪ <u>Up to 4 weeks</u> of paid leave for Category 2</li> <li>▪ <u>Up to 2 additional weeks</u> unpaid leave for baby bonding/ personal medical illness</li> <li>▪ Not to exceed a total of 6 weeks of paid leave c (categories 1 and 2 combined) during the academic year –including summer.</li> </ul>
<p><b>PREGNANCY DISABILITY (PDLL)</b> For the purpose of:</p> <ul style="list-style-type: none"> <li>▪ Pregnancy and/or reasonable accommodation for pregnancy disability, childbirth, and related medical conditions.<sup>v</sup></li> </ul> <p>*Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) will also be applied if eligibility criteria are met. Additional information will be provided to the employee when these leave designations are applicable.</p>	<p>The Department will route the Leave Request Form for to Academic Personnel for review.</p> <p>Academic Personnel:</p> <ol style="list-style-type: none"> <li>a) Reviews the leave request, and notifies the employee, department and Grad Division of the approved leave</li> <li>b) Enters leave information into UCPATH.</li> </ol>	<p>Eligible for up to 4 months of unpaid. Pregnancy Disability leave in a 12 month period. University sponsored health insurance will continue for the duration of the approved leave.</p> <p><i>* PDLL and Long Term Leaves run concurrently whenever applicable.</i></p>

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NON-MEDICAL LEAVES		
LEAVE TYPE AND DURATION	REQUEST PROCESS	PAY STATUS
<b>BEREAVEMENT</b> Leave due to death of a family member <sup>vi</sup>	The ASE submits a written request for leave/extension of leave 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.  The written request must contain the reason for the leave, the expected duration, and any supporting documentation as appropriate to the leave type.	Salaried ASEs are eligible for up to three scheduled workdays paid per occurrence; the hiring department may choose to extend bereavement leave at their discretion.  Hourly ASEs are eligible for up to three unpaid days per occurrence.
<b>MILITARY</b> Leave for ASEs who are called to <b>active</b> US Military Service		ASEs who have completed 12 months of University service immediately prior to military leave are eligible for 30 days of paid leave in any one fiscal year.
<b>OTHER LEAVES</b> Such leaves include but are not limited to: <ul style="list-style-type: none"> <li>Attendance at professional meetings</li> <li>Providing services to Govt. Agencies</li> </ul>		Paid or Unpaid – at the discretion of the hiring department or if required by applicable law.
<b>JURY DUTY</b> Leave for required jury duty service	The ASE notifies their Supervisor of jury duty service in advance of the service date. Proof of Appearance for Jury Service issued by the Court should be provided to the department.	Eligible for paid Jury Duty leave with the submission of proof of jury service.

*Note: All leaves are not to exceed the ASE appointment end date.*

<sup>i</sup> Defined as one’s mother, father, sister, brother, parent-in-law, spouse, domestic partner, parent of domestic partner, grandparent, grandchild, child, step or foster child (including children of domestic partner)  
<sup>ii</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>iii</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>iv</sup> To care for and bond with a newborn child or a child placed with the ASE for adoption or foster care. Leave shall be taken within twelve months of the birth or placement of the child with the ASE.  
<sup>v</sup> Defined as one’s mother, father, sister, brother, parent-in-law, spouse, domestic partner, parent of domestic partner, grandparent, grandchild, child, step or foster child (including children of domestic partner)  
<sup>v</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>v</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>v</sup> To care for and bond with a newborn child or a child placed with the ASE for adoption or foster care. Leave shall be taken within twelve months of the birth or placement of the child with the ASE.  
<sup>v</sup> Per the [California Pregnancy Disability Leave Laws](#)  
<sup>vi</sup> Defined as one’s mother, father, sister, brother, parent-in-law, spouse, domestic partner, parent of domestic partner, grandparent, grandchild, child, step or foster child (including children of domestic partner)