

Chart 1: Non-medical Leaves						
TYPE OF LEAVE	DESCRIPTION	DURATION	NOTICE	DOCUMENTATION	PAY STATUS	USE OF PAID LEAVE
Bereavement	Leave due to death of a family member	5 days, although the dept. can grant additional time off if the request reasonable	Requests for leaves and extension of leave, with or without pay, shall be submitted to the dept. in a timely manner, in advance of the requested leave date	Written request shall contain the reason for leave, the beginning and end date of the leave period, and any additional information as required	Paid or Unpaid – if postdoc does not have banked sick time or personal time off for use	May use up to 5 days of banked sick time or personal time off
Jury Duty	For jury duty service	N/A	The postdoc shall notify their supervisor of jury duty service in advance of the service date	A copy of the jury summons with the dates on which service is expected	Paid – unless postdoc does not provide the dept. with advanced notice and the verification of service	N/A
Military	For postdocs who are called to active US Military Service	N/A	Requests for leaves and extension of leave, with or without pay, shall be submitted to the dept. in a timely manner, in advance of the requested leave date	Written request shall contain the reason for leave, the beginning and end date of the leave period, and any additional information as required	Unpaid	N/A
Military Spouse/Domestic Partner	For postdocs who are a spouse or domestic partner of a “qualified member” ¹ of the US military	10 days for a “qualified leave period” ² leave Note: Postdoc must be employed for an average of 20 or more hours/week for this type of leave	The postdoc shall notify their supervisor within 2 business days of when he/she is notified that the qualified member will be on leave from deployment	Written request shall contain the reason for leave, the beginning and end date of the leave period, and confirmation that the qualified member will be on leave from deployment	Unpaid	Shall use banked personal time off prior to taking a leave without pay
Other Professional Meetings	Such leaves include but not limited to: <ul style="list-style-type: none"> attend professional meetings provide services to Government Agencies 	N/A	Requests for leaves and extension of leave, with or without pay, shall be submitted to the dept. in a timely manner, in advance of the requested leave date	Written request shall contain the reason for leave, the beginning and end date of the leave period, and any additional information as required	Paid or Unpaid – at the dept.’s discretion	N/A
Personal Leave Of Absence ³	This leave request allows for: <ul style="list-style-type: none"> Family Illness leave⁴ Parental leave⁵ Personal medical illness 	12 work weeks in the calendar year Personal leave to care for a newborn or newly placed child may be for full-time or part-time for up to 1 year. Postdocs who elect part-time leave for parental leave are required to request a temporarily reduction to their appointment for the duration of the leave.	Requests for leaves and extension of leave, with or without pay, shall be submitted to the dept. in a timely manner, in advance of the requested leave date	Written request shall contain the reason for leave, the beginning and end date of the leave period, and any additional information as required	Unpaid	May use banked personal time off for parental leave prior to taking a leave without pay

¹ A “qualified member” is a member of the Armed Forces, National Guard, or Reserves of the US who has been deployed during a period of military conflict.

² A “qualified leave period” is the period during which the military spouse/domestic partner is on leave from deployment during a period of military conflict.

³ For Postdoctoral Scholars who are not eligible for Family Care/Medical Leave under [FMLA](#) and [CFRA](#).

⁴ Family care pertains to a parent, spouse or same or opposite sex domestic partner, or an adult who is incapable of self-care because of a mental or physical disability; includes a biological, foster, or adoptive parent, stepparent or legal guardian, an individual who stood in loco parentis while the postdoc was a child; spouse.

⁵ To bond with a newly born or newly placed child.

Chart 2: Medical Leaves						
TYPE OF LEAVE	DESCRIPTION	DURATION	NOTICE	DOCUMENTATION	PAY STATUS	USE OF SICK TIME/PERSONAL TIME OFF
Family Care/Medical Leave⁶	This leave request allows for: <ul style="list-style-type: none"> Family Illness leave⁷ Parental leave⁸ Personal medical illness⁹ 	12 work weeks in the calendar year For parental leave: <ul style="list-style-type: none"> Granted for less than two weeks duration on any two occasions during a calendar year Must be initiated and concluded within 1 year of the birth or placement of the child 	A minimum of 30 calendar days’ notice in advance of the anticipated begin date. If the leave is unforeseeable, the postdoc shall notify the dept. within 5 calendar days after learning of the need for leave. The supervisor can request additional evidence from the postdoc for an extension of leave. The postdoc shall return the recertification within 15 calendar days of the dept.’s request.	Written request shall contain the reason for leave, the beginning and end date of the leave period, and any additional information as required. The supervisor can request addition certification from the postdoc’s or the family member’s health care provider prior to approving the leave request.	Unpaid Or Paid - if postdoc has banked sick time or personal time off for use	A postdoc shall use banked sick time in accordance with the University’s disability plan requirements for own personal medical illness ¹⁰ ; A postdoc on parental leave shall use banked personal time off prior to taking a leave without pay; May use banked personal time off for own personal medical illness prior to taking leave without pay; May use banked personal time off for family illness leave prior to taking a leave without pay.
Military Caregiver	To take care of a family member who is a “covered servicemember” ¹¹	26 work weeks during a single 12 month period Leave is applied on a per-covered servicemember, per injury basis ¹²	A minimum of 30 calendar days’ notice in advance of the anticipated begin date, or as soon as possible if 30 days is not practicable	The dept. may request a written certification from the covered service member’s health care provider as well as proof of relationship to the individual	Unpaid – except for the use of sick time/personal time off	May use both sick time and personal time off prior to taking leave without pay
Pregnancy Disability	For pregnancy-related and/or childbearing disability leave	Up to 4 months ¹³ May combine with medical disability leave not to exceed 6 months combined; May be eligible for Parental Leave and Personal Leave Without Pay to care for newborn child.	Requests for leaves and extensions, with or without pay, shall be submitted to the dept. in a timely manner, in advance of the requested leave date	Written request shall contain the beginning and end date of the leave, and any additional information as required. The supervisor may request a written certification from the postdoc’s or family member’s health care provider	Paid or Unpaid	A postdoc shall use sick time in accordance with the University’s disability plan requirements; May use personal time off if sick time is exhausted prior to taking a leave without pay.
Qualifying Exigency Leave	Leave to attend any “qualifying exigency” ¹⁴ while the “covered military member” is on active military duty or has been notified of an impending call or order to active military duty	12 work weeks in a calendar year	Requests for leaves and extensions, with or without pay, shall be submitted to the dept. in a timely manner, in advance of the requested leave date	Written request shall contain the beginning and end date of the leave, and any additional information as required. The supervisor may request a copy of the covered military member’s active duty orders.	Unpaid - – except for the use of personal time off	May use personal time off prior to taking a leave without pay; May not use sick time off.

⁶ For Postdocs who are eligible under [FMLA](#) and/or [CFRA](#). Postdocs who are ineligible may request for a Personal Leave of Absence.

⁷ To care for a child, parent, spouse or same or opposite sex domestic partner with serious health condition.

⁸ To care for a newborn or a child who has been placed with the postdoc for adoption, stepchild, legal ward or foster care.

⁹ The postdoc has an illness, injury, impairment, or physical or mental condition that renders him/her unable to perform any one or all of the essential assigned functions to their position. Not related to pregnancy-related conditions (**See Pregnancy Disability**).

¹⁰ Postdocs receiving temporary disability must use their sick time during the waiting period, in accordance with the temporary disability plan.

¹¹ A family member who is undergoing medical treatment, recuperation or therapy for a serious injury or illness incurred in the line of duty on active duty in the Armed Forces, or who is otherwise in outpatient status or on a temporary disability retired list. Postdoc must be a spouse, domestic partner, parent, son, daughter, or next-of-kin of the covered servicemember.

¹² Postdocs may take more than one period of the 26 workweeks of leave if the leave is to care for a different covered servicememeber or to care for the same servicemember with a subsequent serious injury or illness.

¹³ If the postdoc is eligible for FMLA, the period of leave shall be deducted from the postdoc’s FMLA entitlement.

¹⁴ See Postdoc MOU – Article 12 [Section J.1.E](#). for the list of eligible exigency leaves.

For the website description:

In addition to sick leave and personal time off, postdoctoral scholars are eligible for temporary leaves of absence during their appointment period. The leaves of absence can be for medical and/or non-medical purposes and for with or without pay. Requests for a leave of absence are subject to the approval of the University. Postdoctoral Scholars shall submit their requests for leave to their supervisor in writing in advanced of the requested begin date (**see charts for notice and documentation requirements**). The University shall provide the postdoctoral scholar with a written confirmation of the approved leave of absence. Approved leaves are counted per each work day taken off and may not continue beyond the postdoctoral scholar's appointment end date. **NOTE:** An approved leave without pay is not considered a break in service. For more information, please select from the Medical / Non-Medical Leaves of Absence charts or visit [Article 12 of the UC Postdoctoral Scholar MOU](#).