Academic Employee Leaves

MARCH 31, 2021
Academic Personnel Contacts

• UCPath Help AP-Path@ucsb.edu
• Leave Administration ap-leaves@ucsb.edu
• Lia Cabello x 5979 lia.cabello@ucsb.edu
  • Faculty in Humanities and Fine Arts, Social Sciences, Education, Creative Studies
• Helly Kwee x 5428 helly.kwee@ucsb.edu
  • Faculty in MLPS, Bren School, Engineering
• Joanna Kettmann x 5048 joanna.kettmann@ucsb.edu
  • Specialists, Project Scientists, and Professional Researchers
• Billy Ko x 4441 billy.ko@ucsb.edu
  • Postdoctoral Scholars, Academic Student Employees
Other Contacts

• College/Deans

• HR Service Now: https://ucsb.service-now.com/hr
  • Employee Services → Workplace Accommodations
  • Employee & Labor Relations
  • General Benefits questions

• UCPath Center
  • (855) 982-7284
Resources

• Red Binder
  • https://ap.ucsb.edu/policies.and.procedures/red.binder/

• AP Resources Department Analysts
  • https://ap.ucsb.edu/resources.for.department.analysts

• Academic Personnel Manual
  • http://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/index.html

• MOU
  • https://ap.ucsb.edu/policies.and.procedures/collective.bargaining.agreements/

• Leave Information for Employees
  • https://ap.ucsb.edu/leave.of.absence/
Agenda

• Types of Academic Employees
• Types of Leaves
• Leaves by Employee Population
• Legal Leave Entitlements
• Requesting the Leave
• Questions
Academic Employee Populations

• Academic Year Employees
  • Professors and Lecturer SOE (Senate)
  • Lecturers, Academic Coordinators (Non-Senate)

• Fiscal Year Employees
  • Researchers, Project Scientists, Specialists
  • Academic Coordinators, Librarians

• Postdoctoral Scholars

• Graduate Student Employees
Leave Types

• Vacation
• Sick/Medical
• Childbearing
• ASMD (not a leave)
• Parental
• Legal Entitlements - FMLA/CFRA/PDL
• Short-Term Absence
• Sabbatical
• Other
• Short Work Break (not a leave)
Senate Faculty - Vacation

- Does not accrue vacation time (RB VI-6)
- Expected to be here from the beginning of the Fall quarter through the end of the Spring quarter
Senate Faculty - Medical

• Does not accrue sick leave

• Eligible faculty members with < 10 years of service shall be granted a maximum of two quarters of consecutive or intermittent paid medical leave within a ten-year period for own serious health condition

• Eligible faculty members with >= 10 year of service shall be granted a maximum of 3 quarters within each subsequent ten-year period for own serious health condition

• May be eligible for legal protections under state and federal law

• RB VI-3, APM 710
Senate Faculty – Family Leave

• May request up to one quarter of leave with pay for the care of an ill family member.
• Does not count against faculty member’s own paid leave entitlement
• May be eligible for legal protections under state and federal law
• RB VI-3, APM 715
Senate Faculty – Childbearing Leave

• Can receive leave with pay for up to 6 weeks (8 weeks if C-section) for childbearing
• May be combined with ASMD
• RB VI-4, APM 760
• May be eligible for legal protections under state and federal law
Senate Faculty - ASMD

• Active Service Modified Duties – reduction of duties; not technically a “leave”
• Modified Duties are determined between the Chair and appointee
• Eligibility: responsible for >= 50% of the care of an infant for the period before and/or immediately following a birth or adoption of a child under the age of 5
• Birth mother will be eligible for up to three quarters of: ASMD OR childbearing leave + ASMD
• An individual other than the birth mother will be eligible for up to one quarter ASMD for each birth or adoption
• Extensions/exceptions require AVC approval
• Can be undertaken 3 months prior and up to 12 months following birth or adoption
• RB VI-4, APM 760-28
Senate Faculty – Parental Leave

• Childbearing and/or childrearing responsibilities
• Request up to 3 months in advance
• Without pay for up to one year
• When combined with childbearing leave not to exceed one year from birth or adoption
• May be eligible for legal protections under state and federal law
• RB VI-4
Senate Faculty – Sabbatical

• Professor: To enable recipients to be engaged in intensive programs of research and/or study in order to become more effective teachers and scholars and to enhance their service to the University

• LSOE: to allow the Lecturer to engage in intensive programs of study and/or professional development, to become more effective teachers and scholars and to enhance their services to the University.

• Accrual: one credit per quarter of >= 50% REG faculty status

• RB VI-2, VI-7
Senate Faculty – Regular Sabbatical

- Regular Sabbatical Leave (Leave from all regular duties)
  - 9 sabbatical leave credits for each quarter at full salary
  - 6 sabbatical leave credits for each quarter at 2/3 salary

- In Residence Sabbatical Leave
  - in physical residence and teaches regularly scheduled class that meets at least 3 hours/week
  - 6 sabbatical leave credits for each quarter at full salary
Senate Faculty– Special Leaves

• To accept a fellowship from an external agency

• Considerations:
  • Funding agency pays faculty member directly
  • Funding agency pays faculty member through UCSB
  • Faculty member receives supplement in exchange for sabbatical credits

• Other options may be available

• RB VI-7, F
Senate Faculty – Sabbatical Requirements

• If five or more years have passed since last academic advancement, leave request must include:
  • Updated bio-bib
  • Copies of reports from any sabbatical leaves taken since last advancement

• Required to return to service immediately following leave for a period of time at least equal to the period of the leave; if not, must pay it back

• May lien a credit upon request (by exception)

• Transfer to another UC: unused credits transfer

• Not paid out at separation or retirement
Senate Faculty – Other Leaves

• Short Term Absence (RB VI-7)
  • 7 days or less

• Military Leave (APM 751) – if employed for a full year prior to leave, full pay for 30 calendar days, otherwise leave without pay

• Jury Duty, other
  • Not discussed in Red Binder or APM. Refer to Personnel Policies for Staff Members (PPSM)
  • http://policy.ucop.edu/manuals/personnel-policies-for-staff-members.html
Non-Senate Faculty (Lecturers, STE)

- Represented by AFT
- [http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/index.html](http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/index.html)
- Childbearing, ASMD, Parental & legal entitlements all the same as Senate Faculty
- Sick/Medical (RB VI-3)
  - Personal Illness/Injury:
    - If appointed for one year or more: 1 quarter of leave with pay – with a possible extension for own serious health condition
    - If appointed for less than one year: may apply for paid leave for approximately the period that would be accrued during the appointment for own serious health condition
  - Will not extend past the end of the approved appointment
Short Work Break (SWB)

• Not a leave (RB VI-18)
• For specific situations where there is a break in paid service to the University. SWB should only be used when there is an intent for return to paid service within a specified period of time. The return does not necessarily have to be to the same job.
• Research appointments appropriate to put on SWB when there is a break in funding and no work is being performed (PIs/CO-PIs only)
  • If PI/Co-PI is still working, request WOS status rather than SWB
• SWB will trigger benefits billing, if applicable
• If there are 2 jobs in 2 diff departments, separate employee records recommended
Short Work Break (SWB) – cont’d

• Examples:
  • Academic student employee during summer; intent is to return in Fall
  • Lecturer works every Fall, break in Winter & Spring (and Summer)
  • PI of a grant funding their own salary expects new funding after current appointment end date → SWB to bridge the gap

• Limitations (see matrix):
  • 4 months for students and researchers
  • 2 quarters for lecturers (plus summer for spring or fall if needed)

• SWB matrix: https://ap.ucsb.edu/resources.for.department.analysts/ucpath/short.work.break.matrix.pdf
Short Work Break (SWB)

• Lecturers: UCPath Certification and Input Requests form

• Other non student academic SWB requests are managed via appointment approvals

• Academic students: departments process PayPath transactions to initiate SWB and to return from SWB
Fiscal Year Employees – Vacation and Sick Leave

- Researchers, Project Scientists, Specialists, Academic Coordinators
  - Represented research titles are covered by the collective bargaining agreement
- Vacation/Sick leave accrual is based on title and appointment (RB VI-8):
  - Vacation – RB VI-6 or Article 32 (Vacation), Academic Researcher Collective Bargaining Agreement
  - Sick – RB VI-3 or Article 25 (Sick Leave), Academic Researcher Collective Bargaining Agreement
  - Derived in UCPath
- Transfer from accruing title to non-accruing title (e.g. Researcher -> Professor):
  - Accrued sick leave stays on the books, upon retirement converts to service credit
  - Accrued vacation leave may be paid out if the intent is to not go back to an accruing title
Fiscal Year Employees – Other Leaves

• Childbearing (APM 760, RB VI-4 or Article 12 of MOU)
  • Eligible for 6 weeks of unpaid leave, could use sick leave to be paid.

• ASMD (APM 760, RB VI-5)
  • Reduction of duties, can use sick leave in proportion to reduced work load.
  • Eligible for up to 12 weeks.

• Parental (APM 760, RB VI-4)
  • Without pay, shall not exceed one year. Could use vacation time to be paid.

• May be eligible for legal protections under state and federal law

• Short Term Absence – use vacation time

• Jury Duty, Military Leave, Other
Represented FY Employees (Research titles)

• See Article 12 of the MOU

• ASMD – not called this, MOU provision – “Parental Bonding Leave”
  • Article 12, Section B, 8.d – paid parental bonding leave (PBL)
  • Can use sick and/or vacation hours

• Parental Leave
  • Can use sick and/or vacation hours
  • May be eligible for legal protections under state and federal law

• Contact Joanna Kettmann for questions about leaves for these titles
Academic Coordinators – Academic Year

• AY Academic Coordinators do not earn vacation time
• Sick Leave: (RB VI-8)
  • May earn sick leave if appt is at 50% or more time (8 hrs/month)
  • If appt < 100%, accrual is pro-rated
• Childbearing (RB VI-4) – Eligible for 6 weeks of unpaid leave. Can use sick time
• ASMD (RB VI-5)
  • If in a full time position for one year or more: can combine childbearing leave plus unpaid ASMD for *three* quarters. Can use sick leave.
  • If less than full time or less than one year: eligible for childbearing leave plus unpaid ASMD for *one* quarter.
Academic Coordinators – Academic Year

• Parental Leave (RB VI-4) – Eligible for full or partial unpaid parental leave for up to one year to care for a child.
• May be eligible for legal protections under state and federal law
• Short Term Absence (RB VI-7) if not medically-related, would be leave without pay
  • Military Leave: (APM 751) if employed for a full year prior to leave, full pay for 30 calendar days, otherwise leave without pay
  • Jury Duty, Other – not discussed in Red Binder or APM. Refer to Personnel Policies for Staff Members (PPSM) http://policy.ucop.edu/manuals/personnel-policies-for-staff-members.html
Postdoctoral Scholars – PTO

- Represented employee group:
  - [http://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/index.html](http://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/index.html)

- Paid Time Off (Article 17):
  - Earn 24 work days of PTO during a 12 month appointment period
  - Available on first day of appointment, used in single work day increments
  - Cannot be carried over to a non-post doc appointment
  - Not paid out at separation
  - Pro-rated if appointment is less than one year
Postdoctoral Scholars – Sick Leave

• Earn 12 work days during 12 month appointment period
• Available for use on first day of appointment. Used in single work day increments
• Can be carried over to non-post doc appointment
• Pro-rated if appointment is less than one year
• Article 23 of MOU
Postdoctoral Scholars – Other Leaves (Article 12)

• Pregnancy Disability: Eligible for up to 4 mo., not to exceed 6 mo. Must use sick leave first, short-term/long-term disability*, may use PTO, before taking leave without pay.

• ASMD: Not eligible

• Parental: Shall not exceed 12 workweeks within a calendar year. When combined with pregnancy related and/or childbearing leave, shall not exceed 7 months. Must be completed within 1 year of the birth or placement of the child. Can use PTO (not sick leave) 4 weeks of paid parental benefit, followed by PTO, before taking leave without pay

• Short Term Absence: Can use PTO

• Jury Duty, Military Leave, other: With or without pay depending on circumstances

• May be eligible for legal protections under state and federal law
Graduate Student Employees (Represented)

• Teaching Assistants, Associates
  • http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/index.html

• See Article 17
  • Academic Leaves – leave from student status should be discussed with Graduate Division

• Vacation: None (Academic Year Employees)

• Short Term Leave
  • No more than 2 days if appointed at 50% for the quarter.
  • If appointment is less than 50% paid leave will be prorated.
Graduate Student Employees (Represented)

• Long term leave
  • Pregnancy related: Up to 6 weeks of paid leave for pregnancy, childbearing
  • Up to 4 weeks of paid leave due to personal illness, parental leave for non-birth giving parent, or to care for an ill family member
  • Up to 2 additional weeks unpaid leave for baby bonding. Will not extend past appointment date.
  • Long term leave does not impact fee remission eligibility and student health benefits
• ASMD: Not eligible
• May be eligible for legal protections under state and federal law
  • FMLA/CFRA: typically do not meet the eligibility criteria
  • PDLL: eligible
• Short Term Absence: Paid or unpaid at the department’s discretion
• Jury Duty, Military Leave, Other: Eligible for leave with pay, with appropriate documentation
Graduate Student Employees (Non-Represented)

• Graduate Student Researchers (RB VI-8)

• Leaves from employment – leave from student status should be discussed with Graduate Division

• Sick (all eligible appointments added together):
  • Up to 4 weeks of paid leave due to serious health condition or to care for a family member with a serious health condition
  • Does not accrue sick leave

• Vacation (all eligible appointments added together):
  • If less than 12 months at any percent, no vacation accrual
  • 12 months or more at less than 50%, no vacation accrual
  • 12 consecutive months or more at 50% or more: 16 hours vacation accrual prorated by percent
Graduate Student Employees (Non-Represented)

- Pregnancy Leave Disability:
  - Appointment at 50% or more: eligible for up to 6 weeks paid leave during quarter. Can receive 2 weeks of unpaid leave for baby bonding.
  - Appointment at less than 50%: paid leave is prorated
- Parental: Up to 4 weeks of paid leave. Can receive additional 2 weeks of unpaid leave
- May be eligible for legal protections under state and federal law
- Short Term Absence: Paid or unpaid, department’s discretion
- Jury Duty, Military Leave, Other: Same as others
Legal Leave Entitlements - FMLA/CFRA/PDLL

• State and Federal Laws provide protections to employees, when applicable (https://ap.ucsb.edu/leave.of.absence/medical.pregnancy.leave.entitlements.protections.and.resources/)
  • Family and Medical Leave Act (FMLA), federal law
  • California Family Rights Act (CFRA), state law
  • Pregnancy Disability Leave Law (PDLL), state law

• Legal entitlements are not separate leaves, but run concurrent with medical, childbearing & parental leaves, when eligibility criteria are met

• Require documentation to support the entitlement designation

• May be reduced work schedule or intermittent

• RB VI-1, APM 715

Note: legal entitlement eligibility is identified and managed by the AP Leave Administrator centrally.
Requesting the Leave

• AP Folio Leave Module
  • Employee submits themselves, or department staff can submit on their behalf
• Provide appropriate documentation (e.g. thorough description of sabbatical plans)
## Approval Authority

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<th>Employee Type</th>
<th>Approval Authority</th>
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<tr>
<td>Senate Faculty/Non-Senate Faculty</td>
<td>Dean</td>
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<tr>
<td>Research Titles</td>
<td>AVC</td>
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<tr>
<td>Postdocs</td>
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<td>Academic Coordinators</td>
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<td>ASEs and GSRs</td>
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<td>Librarians</td>
<td>University Librarian</td>
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<tr>
<td>Exceptions to Policy (on any of the above)</td>
<td>AVC</td>
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Reminders

• Input into UCPath is completed centrally in AP once leave is reviewed and approved
  • Departments can review leave information in Job Data or DW reports
  • See Data Warehouse report guides on our website: https://ap.ucsb.edu/resources.for.department.analysts/
• If joint appointment, must have input/approval from both departments
  • Initiated in one department and copies sent to both (all) departments for review/approval, and to dean(s)
• See RB VI-1 for approval authority by population and leave type
QUESTIONS?