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Other Campus Contacts

- **College/Deans**
- **Disability Management Office**
  - Tami Schmittgen x 4263
  - Elizabeth Delo x 8571
- **Human Resources**
  - Benefits x 2489
- **Employee & Labor Relations**
  - x 4119
Resources

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

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

- MOU
  http://ucnet.universityofcalifornia.edu/labor/bargaining-units/
Agenda

- Types of Academic Employees
- Types of leaves
- Leaves by Employee Population
- Requesting the Leave
- Questions
Who

- **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
- Parental
- FMLA
- Short-Term Absence
- Sabbatical/Educational
- Other
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
(RB VI-3, APM 710)

- Expected to be here from the beginning of the Fall quarter through the end of the Spring quarter
- Does not accrue sick leave
- Eligible faculty members with less than 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 or more years shall be granted a maximum of 3 quarters within each subsequent ten-year period for own serious health condition
- Each case is looked at individually
Senate Faculty
Family Leave
(RB VI-3, APM 710)

- May request up to one quarter of leave with pay for the care of an ill family member.
- Does not count against faculty members own paid leave entitlement
Senate Faculty
Childbearing
(RB VI-4, APM 760)

- If in a faculty title will receive leave with pay for up to 6 weeks (8 weeks if C-section) for childbearing.
- May be combined with ASMD
Active Service Modified Duties

- If responsible for 50% or more 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.

- Can extend 3 months prior and up to 12 months following birth or adoption.
Reduction of duties (not really a leave)
Duties are determined between the Department Chair and appointee
Birthmother will be eligible for up to two quarters of ASMD OR childbearing leave plus ASMD
An individual other than the birthmother will be eligible for up to 12 weeks (one quarter) ASMD for each birth or adoption
Extensions/exceptions require AVC approval
Senate Faculty Parental Leave (RB VI-4)

- 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
Senate Faculty
FMLA
(RB VI-1, APM 715)

- Not a paid leave – just job protection
- Required by State & Federal law to designate, if eligible
- Runs concurrently with medical, childbearing and other leaves
- Entitled to up to 12 weeks during calendar year, provided that:
  - Has at least 12 cumulative months of service and
  - Has worked at least 1,250 hours during the previous 12 months
Senate Faculty
FMLA
(RB VI-1, APM 715)

- May require certification from health care provider
- Can be reduced work schedule or intermittent
- Own serious health condition, childbearing, care for child, parent, spouse with serious health condition
Senate Faculty
Sabbatical
(RB VI-2, VI-7, E)

- 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.

- Earning Sabbatical Leave Credits
  
  Credits are earned through service during each quarter at 50% or more on pay status (1 credit per quarter)
Senate Faculty Sabbatical (RB VI-2)

- 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
  - is in physical residence and teaches a regularly scheduled class that meets at least 3 hours per week
  - 6 sabbatical leave credits for each quarter at full salary

- Special Leaves (RB VI-7, F)
  - To accept a fellowship from an external agency
    - If funding agency pays faculty member directly
    - If funding agency pays through UCSB
    - If receives a supplement in exchange for sabbatical leave credits
    - Other options may be available
If five or more years have passed since last academic advancement 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

Transfer to another UC, unused credits transfer

Not paid out at separation or retirement
Senate Faculty
Educational Leave
(RB VI-7)

- Lecturers in the SOE series
- Granted 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, usage, application, and reporting is the same as for Professor series Sabbatical
Senate Faculty
Other Leaves

- Short Term Absence (RB VI-7)
  - Upon request
- 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)

[URL](http://policy.ucop.edu/manuals/personnel-policies-for-staff-members.html)
Non-Senate Faculty (Lecturers, STE)

- Represented by AFT
- [Link](http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/index.html)
- Lecturers - Vacation, Childbearing, ASMD, Parental & FMLA all the same as Senate Faculty
- Lectures – 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
Fiscal Year Employees

- Researchers, Project Scientists, Specialists, Academic Coordinators
- May accrue vacation and/or sick leave based on title and appointment – RB VI-8
Fiscal Year Employees

- **Vacation** – (RB VI-6, 8)
  - if appointment less than 6 months, less than 50% - no accrual.
  - 6 months or more, less than 50% time – no accrual.
  - 6 months or more, 50% time or more – 16 hours vacation if 100%, part time pro-rated

- **Sick** – (RB VI-8)
  - May earn sick leave of one working day a month if appointment is full-time. If appointment is less than 100%, accrual will be pro-rated.

- **Childbearing** - (APM 760) Eligible for 6 weeks of unpaid leave, could use sick leave

- **ASMD** - (APM 760) Reduction of duties, can use sick leave in proportion to reduced work load. Eligible for up to 12 weeks.
Fiscal Year Employees

- Parental – (APM 760) Without pay, shall not exceed one year. Could use vacation time
- FMLA – same as Senate Faculty
- Short Term Absence – Would use vacation time
- Jury Duty, Military Leave, Other – same as Senate Faculty
When transfer between accruing title to non-accruing titles:

- 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
  - For instance – Researcher into a Professor title.
Academic Coordinators do not earn vacation time

Academic Coordinators sick leave: (RB VI-8)

- May earn sick leave if appointment is at 50% or more time. If appointment is less than 100% accrual will be pro-rated.

- 9/9 and 9/12 both accrue sick leave at 8 hours each month of service. (9/12 accrues for 9 months only and accrual must be manually adjusted to equal 6 hours per month over the 12 months of pay)
Academic Coordinators

Academic Year

- Academic Coordinators
  - 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 two 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

- Academic Coordinators
  - Parental Leave (RB VI-4) – Eligible for full-time or part-time unpaid parental leave for up to one year to care for a child.
  - FMLA – Same as other academic employees
Academic Coordinators

Academic Year

- Academic Coordinators
  - 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](http://policy.ucop.edu/manuals/personnel-policies-for-staff-members.html)
Postdoctoral Scholars

- Represented employee group:
  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. Is not paid out at separation. Is not tracked in PPS.
Sick Time: Article 23 – 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.

Childbearing: Article 12 – Eligible for up to 4 months. Could use sick leave (use first), PTO, or be without pay.

ASMD: Not eligible
Postdoctoral Scholars

- Parental: Article 12 - 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)

- Short Term Absence: Article 12 - Can use PTO

- Jury Duty, Military Leave, other: Article 12 – With or without pay dependent on circumstances
Graduate Student Employees

- Represented – (Teaching Assistants, Associates)
  http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/index.html
- Leaves from employment – leave from student status should be discussed with Graduate Division
- Vacation: None (Academic Year Employees)
- Sick: Article 17 - No more than 2 days if appointed at 50% for the quarter. If appointment is less than 50% paid leave will be prorated. Up to 4 weeks of paid leave due to own serious health condition or to care for an ill family member (All eligible appointments added together)
- Childbearing: Article 17 – Up to 6 weeks of paid leave for pregnancy, childbearing. Up to 2 additional weeks unpaid leave for baby bonding. Will not extend past appointment date.
Graduate Student Employees
ASE’s

- ASMD: Not eligible
- Parental: Article 17 – Up to 4 weeks of paid leave. Must be taken within 12 months of the birth or placement of the child. Can get additional 2 weeks of unpaid leave.
- FMLA: Same requirements
- Short Term Absence: Article 17 - Paid or unpaid at the departments discretion
- Jury Duty, Military Leave, Other: Article 17 – Eligible for leave with pay with appropriate documentation
Graduate Student Employees

- Non-Represented – Graduate Student Researchers
- Leaves from employment – leave from student status should be discussed with Graduate Division
  - Sick: (RB VI-8) If less than 12 months at any percent no sick accrual, 12 months or more less than 50%, no sick accrual. Up to 4 weeks of paid leave due to serious health condition or to care for a family member with a serious health condition (all eligible appointments added together)
Graduate Student Employees

- Vacation: (RB VI-8) less than 12 months at any percent, no vacation accrual, 12 months or more at less than 50%, no vacation accrual, 12 months or more at 50% or more 16 hours vacation accrual prorated by percent. (all eligible appointments added together)
Graduate Student Employees

- Childbearing: If 50%, eligible for up to 6 weeks paid leave during quarter. Can receive 2 weeks of unpaid leave for baby bonding. If less than 50%, paid leave would be prorated.

- ASMD: Can modify schedule during 6 week childbearing.

- Parental: Up to 4 weeks of paid leave. Can receive additional 2 weeks of unpaid leave.

- FMLA: Same as all Employees.

- Short Term Absence: Paid or unpaid, department discretion.

- Jury Duty, Military Leave, Other: Same as Others.
Requesting the Leave

- **Senate Faculty**
  - Sick, Medical, Childbearing, ASMD, Sabbatical: request to Dept Chair who endorses and forwards to Dean. Dean approves or endorses and forwards to AVC
  - Short Term Absence: Include specific dates and reason for absence, request to Dept Chair
  - Military Leave, Jury Duty, Other: Request to Chair with appropriate documentation
Requesting the Leave

- Other academic employees:
  - Request to Director or Supervisor, recorded in KRONOS or on paper timecard
  - May require specific documentation
Reminders

- Do not put into PPS until approval is received
- If joint appointment, must have input/approval from both departments