

Academic Employee Leaves

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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, CCS
- Mira Lázaro x 5728 msslaza@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)
 - Unit 18 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
- May be eligible for Pay for Family Care and Bonding (PFCB)
- RB VI-3, APM 715

Senate Faculty – Childbearing Leave

- Can receive leave with pay for up to 8 weeks 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 $\geq 50\%$ 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
- May be eligible for Pay for Family Care and Bonding (PFCB)
- 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 $\geq 50\%$ 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, Bereavement Leave, others
 - RB refers to APM 758 or MOU

Unit 18 Faculty (Lecturers, STE)

- Represented by AFT
- <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/index.html>
- Childbearing, ASMD, Parental leave and legal entitlements all the same as Senate Faculty
- May be eligible for Pay for Family Care & Bonding (PFCB)
 - Effective 7/1/22, pay at 100% for up to 4 weeks (differs from other populations)

Unit 18 Faculty – Paid Medical Leave

- Eligibility: min 66% appointment for full year of service
 - Based on average of current appointment, OR
 - A two-year lookback
 - Will not extend past the end of the approved appointment
- 0 to 10 years : 22 weeks maximum
- 10 to 20 years : 36 weeks maximum
- RB VI-3, Article 12 of MOU

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 different 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/s
hort.work.break.matrix.pdf](https://ap.ucsb.edu/resources.for.department.analysts/ucpath/short.work.break.matrix.pdf)

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.
- Active Service-Modified Duties - 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 (individual other than childbearing appointee).
Childbearing appointee up to 36 weeks (fiscal year) or 3 quarters (academic year).
- Parental (APM 760, RB VI-4)
 - Without pay, shall not exceed one year. Could use vacation time to be paid.
- May be eligible for pay under Pay for Family Care and Bonding (PFCB)
- 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, if eligible
 - May be eligible for legal protections under state and federal law
- May be eligible for Pay for Family Care and Bonding (PFCB)
- 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 8 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 Pay for Family Care and Bonding (PFCB)
- 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>
- 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
- PFCB: Not eligible – paid parental benefit provides a similar pay option.
- 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
- PFCB: Not eligible
- ASMD: Not eligible
- May be eligible for legal protections under state and federal law
 - FMLA/CFRA: typically do not meet the hours worked 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
- PFCB: Not eligible
- 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

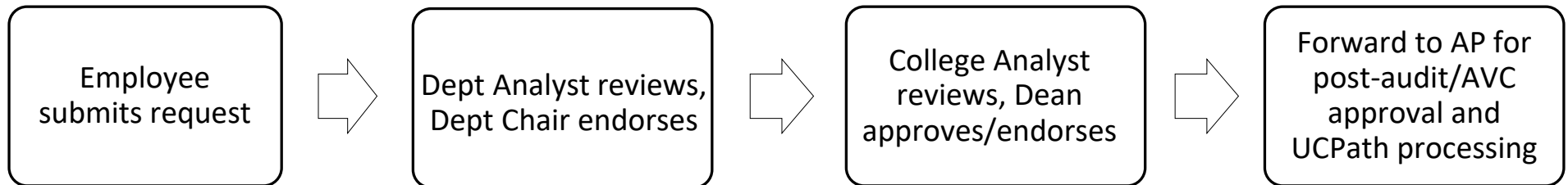
- State and Federal Laws provide protections to employees, when applicable (<https://ap.ucsb.edu/leave.of.absence/medical.pregnancy.leave.entitlements.protections.and.resources/>)
 - Family and Medical Leave Act (FMLA), federal law
 - California Family Rights Act (CFRA), state law
 - Pregnancy Disability Leave Law (PDLL), state law
- Legal Leave Entitlements run concurrent with medical, childbearing & parental leaves approved under policy, when eligibility criteria are met
 - Not a separate leave option
- 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.

Pay for Family Care and Bonding (PFCB)

- PFCB is a pay option (not a leave) for eligible employees taking a qualified leave:
 - Available for the purpose of caring for a family member with a serious health condition or bonding with a new child (birth/adoption/placement)
 - Must be eligible for and have the FML designations applied (FMLA/CFRA)
 - Pay at 70% of eligible earnings for up to 8 weeks
 - Exception – Lecturer/STE’s pay at 100% for up to 4 weeks effective 7/1/22
 - Pay option “resets” each calendar year, just like FMLA/CFRA allotments
- Exclusions:
 - Not for an employee’s own serious health condition
 - ASE’s, GSR’s, and Postdocs are not eligible for PFCB (have other pay options available)
 - Cannot combine with other pay options to receive 100% pay

Requesting the Leave

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



Approval Authority

Employee Type	Approval Authority
Senate Faculty/Unit 18 Faculty	Dean
Research Titles	AVC
Postdocs	AVC
Academic Coordinators	Dean/AVC
ASEs and GSRs	Chair/Director
Librarians	University Librarian
Exceptions to Policy (on any of the above)	AVC

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?