

Academic Employee Leaves

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Academic Personnel Contacts

- UCPath Help AP-Path@ucsb.edu
 - General Leave Administration
- 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
 - Temporary Research Appointments
- Billy Ko x 4441 billy.ko@ucsb.edu
 - Postdoctoral Scholars, Academic Student Employees

Other Contacts

- College/Deans
- Disability Management Office
 - Tami Schmittgen x 4263
 - Elizabeth Delo x 8571
- Employee & Labor Relations
 - x 4119
- 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/ucpath/>
- 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/>

Agenda

- Types of Academic Employees
- Types of Leaves
- Leaves by Employee Population
- 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
- FMLA
- 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

- 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 considered individually
- 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
- RB VI-3, APM 710

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

Senate Faculty - ASMD

- Active Service Modified Duties – reduction of duties; not technically a “leave”
- Modified Duties are determined between the Chair and appointee
- 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
- Birth mother will be eligible for up to three quarters of: ASMD OR childbearing leave plus 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 extend 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
- RB VI-4

Senate Faculty - FMLA

- 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
- 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
- Processed centrally in AP once we are notified of the need for the leave
- RB VI-1, APM 715

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.
- Sabbatical credits earned through service during each quarter at \geq 50% on pay status (1 credit/quarter)
- RB VI-2, VI-7

Senate Faculty – Regular Sabbatical Types

- 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
- May require APM 025 prior approval if Cat. I activity

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)
 - <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>
- Vacation, Childbearing, ASMD, Parental & FMLA 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
- 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
 - If employee is still working, put into WOS status rather than SWB
- SWB is job-specific. Employee can have 2 jobs simultaneously, one active and one on SWB.

Short Work Break (SWB) – cont'd

- Examples:
 - Academic student employees during summer -> intent is to return to work (could be return to a different job)
 - Lecturer works every fall, break in spring & summer
- Limitations (see chart):
 - 4 mo for students and researchers
 - 2 qtrs (plus summer for spring or fall if needed)

Short Work Break (SWB)

- For non-student academics: UCPATH Certification and Input Requests form

Short Work Break / Return from Short Work Break

Short Work Break Begin Date:

Return from Short Work Break Date:

Reason for Short Work Break:

- For academic students, departments process PayPath transactions to initiate SWB and to return from SWB
- Active appointment must exist for duration of SWB

Fiscal Year Employees – Vacation and Sick Leave

- Researchers, Project Scientists, Specialists, Academic Coordinators
- Vacation/Sick leave accrual is based on title and appointment:
 - Vacation – (RB VI-6, 8)
 - Sick – (RB VI-8)
 - 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) Eligible for 6 weeks of unpaid leave, could use sick leave
- 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
- FMLA
- Short Term Absence – Would use vacation time
- Jury Duty, Military Leave, Other

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. If apt < 100%, accrual is pro-rated
 - 9/9 and 9/12 both accrue sick leave at 8 hours/month of service
- 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.
- FMLA
- 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 take leave without pay
- Short Term Absence: Can use PTO
- Jury Duty, Military Leave, other: With or without pay depending on circumstances

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
- AY is fall through end of summer
- ASMD: Not eligible
- FMLA: generally not qualified
- 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)

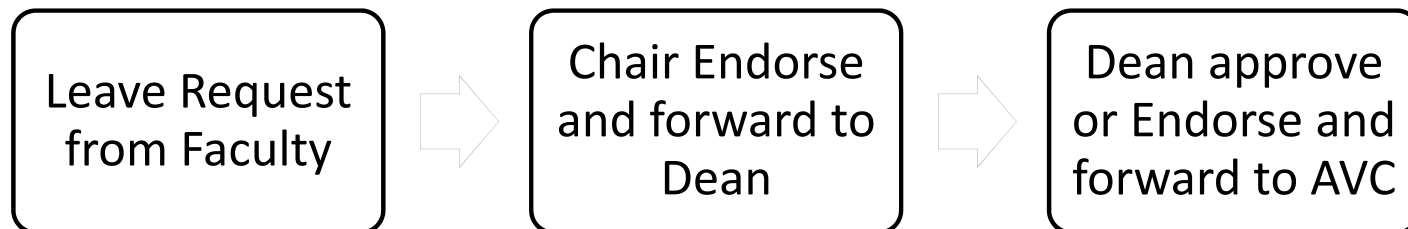
- Graduate Student Researchers (RB VI-8)
- Leaves from employment – leave from student status should be discussed with Graduate Division
- Sick (all eligible appointments added together):
 - Up to 4 weeks of paid leave due to serious health condition or to care for a family member with a serious health 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
- FMLA: Same as all Employees
- Short Term Absence: Paid or unpaid, department's discretion
- Jury Duty, Military Leave, Other: Same as others

Senate Faculty Leave Requests

- 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
- Online leave processing in AP Folio (coming soon)



Other Academic Employee Leave Requests

- Request to Chair/Director or Supervisor
- Endorsement + candidate request to approval authority
- May require specific documentation
- Leaves of 8 calendar days or more that are not covered by sick/vacation must be approved by AVC/Dean as appropriate

Reminders

- Input to UCPath done centrally in AP once leave is reviewed and approved
- 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 chart