

Academic Employee Leaves Workshop

January 28, 2025

Agenda

- State & Federal Protections and Legal Entitlements
 - Updates on new legal entitlements
- Policy-based Leave Entitlements by Population
- Resource updates and reminders
- Leave Request Process
- APM 025 and OATS reporting

State and Federal Protections and Legal Entitlements

What legal protections may be applied to leaves?

What are legal entitlements?

NOT a Leave!!

- Here we're only talking about *legal job protections* that may apply to certain leave types based on eligibility factors:
 - Medical Leave (for self or family)
 - Childbearing/Parental Leave
 - NOT for ASMD, Sabbatical, Research Leaves, etc
- Establishing eligibility has different requirements (driven by law) vs policy-driven requirements for the leave itself
- This is why the employee might be asked for different things i.e.:
 - Items needed from AP Leave Admin team for legal stuff, vs
 - Items needed from dept/Dean/AP for policy stuff
- They are NOT leaves in and of themselves!!



Family/Medical Leaves (FML) & FMLA/CFRA/PDLL

- State & federal laws provide job protections to eligible employees:
 - Family and Medical Leave Act (FMLA)– federal
 - California Family Rights Act (CFRA)– state
 - Pregnancy Disability Leave Law (PDLL)– state
- Legal entitlements are applied on top of policy approved leaves
- Eligibility: at least 12 months of service and 1250 hours worked
- Information and resources for departments and employees can be found on the AP website at
<https://ap.ucsb.edu/leave.of.absence/medical.pregnancy.leave.entitlements.protections.and.resources/>

FML processing and eligibility determination

- Academic employee initiates request for family/medical leave in AP Folio
- Leave Administrator:
 - Is notified via email of the new leave parcel
 - Identifies applicable FML eligibility
 - Provides the academic employee (cc's department) the information & paperwork related to legal leave entitlements
 - Files and associated paperwork related to leave entitlements are maintained by the Leave Administrator and should not be included in department files
 - Questions about legal leave entitlements? Refer to Leave section of the website, or email ap-leave@ucsb.edu
- The Leave Parcel routes through normal process for endorsement, policy approval, and post-audit.

Department Responsibilities – FML Leaves

- Details on Leave roles and responsibilities can be found on the AP website under Leave Information for Department Analysts
- Ensure FML communications are routed correctly, and forward if needed.
 - May be asked to follow up with employees if there is no response to email requests.
 - Important with Return to Work certifications – release required prior returning to work.
- Pay attention to timing of actions, and potential downstream impacts - late approvals/late UCPath entry may result in missed pay or overpayments
 - Work with BFS directly if pay corrections are required.
 - If benefits impacts are identified, the employee needs to initiate a case with UCPC. If there is an urgent need – escalation can be requested by emailing ap-path@ucsb.edu.
- Use Leave Reports to track on Extended Absence transactions
 - see AP website for report instructions
 - reach out to ap-leave@ucsb.edu if issues are noted.
- Kronos entry is NOT required for academics, unless otherwise instructed.

What if an employee is *not* FML eligible?

- FML eligibility is *separate and distinct* from policy/MOU-provided leave entitlements
- An employee might not be eligible for FML designation, but are still eligible for approved leave per policy/MOU (as will be discussed in the next slides)
- Example: new Assistant Professor starts in Fall, needs to take the following Winter quarter off for their own health issue
 - Not FML eligible because they don't meet the 12 mo/1250 hours service requirement of FMLA
 - They may get a notice from AP Leaves saying they aren't eligible for FML designation
 - They ARE eligible for a paid quarter of medical leave per APM 710-11
 - They will receive an approval memo from the Dean/AVC approving the paid leave

Pay for Family Care and Bonding (PFCB)



NOT a Leave!!

- PFCB is a pay option for FMLA/CFRA eligible employees on an applicable leave:
 - Eligible Leaves:
 - to care for a family member with a serious health condition
 - to bond with a new child (birth, adoption or placement)
 - military caregiver or qualifying exigency leave
 - Pay is at 100% for up to 8 weeks each calendar year *
 - FML designation must be applied to receive this benefit **
 - requires employee to provide proper documentation to the AP Leaves team or the pay option will not be applied to the unpaid leave

** ASEs, GSRs, and Postdocs have other pay options available; not currently eligible for PFCB*

*** Unit 18 titles have a PFCB option with pay at 100% for up to 4 weeks. If they do not qualify for FML, they are still eligible for PFCB under a qualified personal leave.*

More on PFCB



- Academic employee pay and FML/PFCB decrements are managed centrally via the UCPATH Leave Transaction
 - No Timekeeping entry is required
- NOT applicable for employee's own health condition
- Must be taken in minimum blocks of one workweek
 - Holidays count as part of the work week for PFCB
- If PFCB is elected, it must be used continuously until:
 - The 8 week allotment runs out, OR
 - The leave ends, whichever comes first
- PFCB eligibility, just like FML eligibility, resets with the calendar year (i.e. January 1 of each year)

An example of how PFCB interplays with Leave–non-accruing title

- Scenario: Senate faculty is non-birth parent and wants to take Parental Leave (which is normally unpaid) during Fall quarter 2024. Rather than take a whole quarter without pay, they elect to use PFCB to receive some of that pay
- Leave breakdown could look something like this:
 - 9/23/24 – 12/13/24: Parental Leave total period (Fall quarter service dates) *
 - 9/23/24 – 11/15/24: Unpaid Parental Leave with PFCB pay option (8 weeks) **
 - 11/16/24 – 12/13/24: Unpaid leave (or ASMD)
- Since this is an AY title, service dates (above) will be converted to *pay dates* for UCPath entry. The two sets of dates will not align.

** this is the leave that is approved by the Dean/AVC*

*** underlying assumption: AP Leaves team has verified FML (and PFCB) eligibility*

An example of how PFCB interplays with Leave– accruing title

- Scenario: FY Academic Coordinator is non-birth parent and wants to take 12 weeks of Parental Leave (which is normally unpaid) right after their child is born on May 20, 2024.
- Leave breakdown could potentially look something like this:
 - 5/20/24 – 8/9/24: Parental Leave total period (12 weeks) *
 - 5/20/24 – 7/12/24: Unpaid Parental Leave with PFCB pay option (8 weeks) **
 - 7/13/24 – 8/9/24: Unpaid leave with sick/vacation accruals for pay
- Other permutations are possible, e.g.
 - 4 weeks of accruals + 8 weeks PFCB (i.e. use accruals before PFCB)
 - 2 weeks of accruals + 8 weeks PFCB + 2 weeks unpaid (e.g. not enough accruals)
 - Could also do ASMD, which still requires accruals, but fewer
 - Etc...
- Remember all 8 weeks of PFCB must be used once started!
 - CANNOT do, e.g.: 4 weeks accruals + 4 weeks PFCB + 4 weeks accruals ✕


Reproductive Loss Leave



- Effective Jan 1, 2024
- For: failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction
- Eligibility: employed at least 30 days prior to leave start
- Up to 5 days for each loss
 - Maximum 20 days/calendar year
 - The leave itself is *unpaid*, but:
 - Accruing titles may use sick, vacation, Comp Time or PTO per CBA/Policy, for pay option
 - Non-accruing titles may have up to 5 days approved by Chancellor as paid leave
- Must be taken within three months of loss or within three months of the end of FMLA, CFRA, Pregnancy Disability Leave

Reproductive Loss Leave – Important!

Leave Protection

- Confidential, protected leave 
 - Leave request routes directly to AP from employee
 - Department is notified only that employee will be on confidential, protected leave during dates requested– no further info is provided
 - Follow-up questions directed to AP, not employee
- Request leave through AP Folio (ap.ucsb.edu)
- UCNNet article:
 - <https://ucnet.universityofcalifornia.edu/employee-news/uc-leave-options-expand-to-include-time-off-for-reproductive-loss/>
- Reproductive Loss Leave FAQs:
 - <https://ucofficeofthepresident.sharepoint.com/sites/ReproductiveLossLeave/Shared%20Documents/Forms/AllItems.aspx?i%20d=%2Fsites%2FReproductiveLossLeave%2FShared%20Documents%2FTraining%2DChange%20Management%2F12%2E16%2E2024%5FRLL%2D%20UCPath%20FAQs%2Epdf&viewid=9f4817ed%2Dac46%2D4f9c%2Dada4%2Dd67d72ed6281&parent=%2Fsites%2FReproductiveLossLeave%2FShared%20Documents%2FTraining%2DChange%20Management>
- APM 758

SB 616 – Sick Time Accruals/Banks

- Sick Day **Accruals** expanded to employees in accruing titles if appointment > 0%
 - Accruals are earned at 8 hrs/month, pro-rated by appointment % time
- Sick Day **Bank** is provided to employees in titles that do not normally accrue sick leave
 - 6 days per calendar year. Resets every January 1
 - This bank is *distinct and separate* from policy-provided leave entitlements
 - Pro-rated based on appointment % time
 - <https://ap.ucsb.edu/news.and.announcements/memos/?1.8.2025.Sick.Leave.Bank.for.Senate.Faculty>
- Represented Titles: ongoing discussions with unions to update respective MOUs, accordingly

SB 616 – Sick Time Protections

- Up to 6 days per year of sick time taken may be designated as “protected”
 - Accruing titles: may apply protections to up to 6 days of sick time out of their entire accruals/PTO balance
 - Non-accruing titles: may apply protections to up to 6 days of annual bank
- Can apply to absences due to:
 - Diagnosis, care/treatment of health condition of employee or family
 - Preventive care for employee or family members
 - Employee or family member who is a victim of domestic violence, sexual assault, stalking, or other violence
- No medical documentation is required
- Retaliation or discrimination is prohibited (same as with “nonprotected” sick leave)

UC Policy/MOU Leave Entitlements by Population

What types of leaves are employees entitled to per UC policy or Collective Bargaining Agreements?

What are policy/MOU-based entitlements?

- Paid/unpaid leave options available as prescribed by *UC policy or applicable MOU*
 - Contrast this against the earlier slides, which talked about LEGAL protections as prescribed by *state and federal law*
- As mentioned earlier, just because someone is ineligible for FML/legal protections, does not mean they aren't still entitled to the policy-driven leave entitlements

Academic Year (non-student) Employees

Leave Type/Description	Senate Faculty	Unit 18 Faculty (IX Unit, Article 12)	Other AY Employees (e.g. AY ACs)
Medical Leave for Self: Leave due to a personal injury, illness or serious health condition of the employee.	RB VI-3, APM 710 <ul style="list-style-type: none"> < 10 yrs service: 2 paid quarters 10+ yrs service: 3 paid quarters, also for each subsequent 10-yr period 	Article 12.D <ul style="list-style-type: none"> Eligibility: min 66% avg appt during 2-year look back period 0-10 yrs service: up to 22 weeks paid 10+ yrs: up to 36 weeks paid, also for each subsequent 10-yr period 	RB VI-3, APM 710 <ul style="list-style-type: none"> Accrue sick days but not vacation. Leave is unpaid but may be paid using sick accruals.
Family Leave: Leave for the purpose of caring for a family member, (as defined by APM 710-20 or applicable MOU), due to their serious health condition.	RB VI-3, APM 710-20 <ul style="list-style-type: none"> 1 paid quarter Up to 8 weeks pay via PFCB, per calendar year. 	Article 12.Q <ul style="list-style-type: none"> Unpaid for up to 12 weeks * Up to 4 weeks of pay via PFCB **, per calendar year 	RB VI-3, APM 710 Leave is unpaid but may be paid via: <ul style="list-style-type: none"> Using sick accruals Up to 8 weeks pay via PFCB, per calendar year.
Parental Leave: Leave for the purpose of carrying out childrearing.	RB VI-4, APM 715, APM 760 <ul style="list-style-type: none"> Unpaid leave for up to 1 year Up to 8 weeks of pay via PFCB, per calendar year. 	Article 12.I <ul style="list-style-type: none"> Unpaid leave for up to 1 year Up to 4 weeks of pay via PFCB **, per calendar year. 	RB VI-3, APM 715, APM 760 Leave is unpaid but may be paid via: <ul style="list-style-type: none"> Using sick accruals Up to 8 weeks pay via PFCB, per calendar year.
Childbearing Leave: Leave relating to pregnancy and childbearing.	RB VI-4, APM 760 <ul style="list-style-type: none"> Up to 8 weeks paid leave Any unpaid leave beyond 8 weeks may be paid via PFCB (up to 8 weeks/calendar year) 	Article 12.C <ul style="list-style-type: none"> Up to 8 weeks paid leave Any unpaid leave beyond 8 weeks may be paid via PFCB ** (up to 4 weeks/calendar year) 	RB VI-4, APM 760 Leave unpaid (up to 8 wks) but may be paid via: <ul style="list-style-type: none"> Using sick accruals Up to 8 weeks pay via PFCB, per calendar year.
ASMD: Not a leave, but a reduction of duties if responsible for >= 50% care of a child immediately following birth, or adoption of a child under the age of 5.	RB VI-5, APM 760 <ul style="list-style-type: none"> Birth parent: up to 3 quarters Non-birth parent: up to 1 quarter 	IX MOU Article 12.P <ul style="list-style-type: none"> Birth parent: up to 3 quarters Non-birth parent: up to 1 quarter 	RB VI-5, APM 760 <ul style="list-style-type: none"> Birth parent: up to 3 quarters Non-birth parent: up to 1 quarter Reduced portion is unpaid but may be paid using sick accruals

Fiscal Year (non-student) Employees

Leave Type/Description	Represented Academic Researchers (RA Unit; TA'd Article 12)	Postdoctoral Scholars (PX Unit; TA'd Article 12)	Other FY & Policy-Covered Employees (e.g. non-rep ARs, FY AC)
Medical Leave for Self: Leave due to a personal injury, illness or serious health condition of the employee.	<ul style="list-style-type: none"> • Accrue both sick and vacation days. • Leave is unpaid but may be paid using sick/vacation accruals. 	<ul style="list-style-type: none"> • 24 days PTO + 12 days sick each appt year • Leave is unpaid but may be paid using sick leave or PTO 	RB VI-3, APM 710 <ul style="list-style-type: none"> • Accrue both sick and vacation days. • Leave is unpaid but may be paid using sick/vacation accruals.
Family Leave: Leave for the purpose of caring for a family member, (as defined by APM 710-20 or applicable MOU), due to their serious health condition.	Article 12.B Leave is unpaid but may be paid via: <ul style="list-style-type: none"> • Using sick/vacation accruals • Up to 8 weeks pay via PFCB, per calendar year. 	Leave is unpaid but may be paid via: <ul style="list-style-type: none"> • Using sick leave or PTO • Up to 8 weeks paid via Postdoctoral Paid Family Leave (PPFL) * 	RB VI-3, APM 710 Leave is unpaid but may be paid via: <ul style="list-style-type: none"> • Using sick/vacation accruals • Up to 8 weeks pay via PFCB, per calendar year.
Parental Leave: Leave for the purpose of carrying out childrearing.	Parental Bonding Leave (Article 12.B) <ul style="list-style-type: none"> • Birth parent: Up to 12 weeks following PDL (combined max of 7 months) • Non-birth parent: Up to 12 weeks Leave is unpaid but may be paid via: <ul style="list-style-type: none"> • Using sick/vacation accruals • Up to 8 weeks pay via PFCB, per calendar year. 	Up to 12 weeks; leave is unpaid but may be paid via: <ul style="list-style-type: none"> • PPFL (see above) • Using PTO 	RB VI-3, APM 715, APM 760 Leave is unpaid but may be paid via: <ul style="list-style-type: none"> • Using sick/vacation accruals • Up to 8 weeks pay via PFCB, per calendar year.
Childbearing Leave: Leave relating to pregnancy and childbearing.	Pregnancy Disability/Childbearing Leave (Article 12.C) Leave unpaid (up to 4 months) but may be paid via: <ul style="list-style-type: none"> • Using sick/vacation accruals • Up to 8 weeks pay via PFCB, per calendar year. 	Pregnancy Disability Leave Leave unpaid (up to 4 months) but may be paid via: <ul style="list-style-type: none"> • Sick leave • PTO following sick leave exhaustion 	RB VI-4, APM 760 Leave unpaid (up to 8 wks) but may be paid via: <ul style="list-style-type: none"> • Using sick/vacation accruals • Up to 8 weeks pay via PFCB, per calendar year.
ASMD: Not a leave, but a reduction of duties if responsible for >= 50% care of a child immediately following birth, or adoption of a child under the age of 5.	See Parental Bonding Leave, above	Not Eligible	RB VI-5, APM 760 <ul style="list-style-type: none"> • Birth parent: up to 36 weeks • Non-birth parent: up to 12 weeks • Reduced portion is unpaid but may be paid using sick/vacation accruals

A note on ASMD



- ASMD = Active Service, Modified Duties
- NOT a leave, per se (hence the “Active Service” component)
- It is a reduction of duties (“Modified Duties”) while being on full pay status
 - Exact nature of what duties are reduced should be negotiated between Chair/supervisor and employee
- Non-accruing titles have paid ASMD entitlements per the previous slides
- Accruing titles must use sick/vacation accruals to pay the reduced portion
 - e.g. FY Academic Coordinator at 100% time wants to reduce their duties by 50% and works out the modified duties with supervisor. This reduction is unpaid, so they report 4 hours/day of sick/vacation to continue to receive full pay during the ASMD period

ASEs and GSRs (BR & BX units)

MEDICAL and FAMILY-RELATED LEAVES		
LEAVE TYPE AND DURATION	REQUEST PROCESS	PAY STATUS
SHORT-TERM LEAVE For the purposes of: <ul style="list-style-type: none"> Personal illness and/or disability; Birth, adoption, or care of a child or family member¹; Family emergencies; or Immigration appointments and/or hearings². 2 days per academic quarter for salaried employees ³ . Additional time off may be granted at the discretion of the Hiring Department but not to exceed the appointment end date.	<p>The employee shall complete the ASE/GSR Leave from Employment Request Form and submit to their Supervisor in a timely manner, but no less than 1 working day in advance of the anticipated leave date, unless the leave is for an unanticipated personal/family illness or bereavement.</p> <p>The written request must contain the reason for the leave, the expected duration, and any supporting documentation as appropriate to the leave type.</p> <p>Paid leave shall be treated as normal paid status in UCPath.</p> <p>For Unpaid Leave – The ASE/GSR shall report the approved unpaid leave period in Kronos by selecting the Pay Code: ASE/GSR Unpaid Time Off and entering the number of scheduled work hours for each day(s) off.</p>	<ul style="list-style-type: none"> 2 days of paid leave for salaried employees. (Teaching Assistants, Associate Instructors, And Graduate Student Researchers) Unpaid for hourly employees (Readers and Remedial Tutors). Unpaid for additional time off – for all employees.
LONG-TERM LEAVE – for salaried employees only For the purposes of following: <ul style="list-style-type: none"> Pregnancy, child birth or related medical conditions prior to, during and after childbirth⁴; The employee's own serious health condition⁵, care of a family member who has a serious health condition; or To care for and bond with a newborn child or a child placed with the employee for adoption or foster care.⁶ <u>Up to</u> 8 weeks of paid leave in an academic year. Additional time off may be granted at the discretion of the Hiring Department but not to exceed the appointment end date.	<p>The employee shall complete the ASE/GSR Leave from Employment Request Form and submit to their Supervisor at a minimum of 30 calendar days in advance of the anticipated begin date or as soon as possible, if the leave is unforeseeable.</p> <p>The written request must contain the reason for the leave, the expected duration, and any supporting documentation as appropriate to the leave type.</p> <p>If approved, the Hiring Department shall forward the leave documents to the Office of Academic Personnel (AP) for processing as an Extended Absence in the UCPath Absence Management module. AP will provide the employee with their FML designation notice. (cc'ing in Hiring Department and the Graduate Division)</p> <p>Employees returning to work from leave due to pregnancy, child birth, or related medical condition, or serious health condition will be provided the Return to Work Certification Form, to be completed by the Primary Care Provider, and return to the AP Leave Manager prior to the return work date by fax at: (805) 893 –7712 or by email to: ap-leave@ucsb.edu.</p>	<ul style="list-style-type: none"> Paid - <u>Up to</u> 8 weeks per academic year regardless of the number of qualifying events. NOTE: Academic Year refers to the start of Fall Quarter through the end of Summer. Unpaid for additional time off.
PREGNANCY DISABILITY For pregnancy and/or reasonable accommodation for pregnancy disability, childbirth, and related medical conditions. ⁷ <u>Up to</u> 4 months in a 12-month period but not to exceed the employee's appointment end date.		<ul style="list-style-type: none"> Pregnancy Disability leave is normally unpaid. Can be taken concurrently with the (up to) 8 weeks of paid Long-Term Leave. The Hiring Department continues to pay the employee's University-sponsored health insurance for the duration of the approved leave.

<https://ap.ucsb.edu/resources.for.department.analysts/graduate.student.appointments/ASE.and.GSR.Leaves.from.Employment.Chart.March.2024.pdf>

MOU/Contract Links

- Academic Researchers Unit (RA)– TA'd Article 12:
 - <https://ap.ucsb.edu/leave.of.absence/medical.and.family.friendly.leave/Article%2012%20-%202nd%20TA%20contract%20-%20RA%20Unit.pdf>
- Postdoctoral Scholar Unit (PX)– TA'd Article 12:
 - [https://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/docs/px tentative agreements effective 12-09-2022.pdf#page=48](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/px/docs/px_tentative_agreements_effective_12-09-2022.pdf#page=48)
- Unit 18 Lecturers (IX)– Article 12:
 - [https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix 12 leaves 2021-2026.pdf](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_12_leaves_2021-2026.pdf)
- ASE's (BX)– Article 18:
 - [https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx 18-leaves 2022-2025.pdf](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx_18-leaves_2022-2025.pdf)
- GSR's (BR)– Article 17:
 - [https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/docs/br 17 leaves 2022-2025.pdf](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/docs/br_17_leaves_2022-2025.pdf)

Policy Links

- APM Section V (Benefits and Privileges):
 - <https://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/benefits-and-privileges/index.html>
- Red Binder Section VI:
 - <https://ap.ucsb.edu/policies.and.procedures/red.binder/complete.red.binder.pdf#page=196>

Leave Resources

For both academic employees and departments

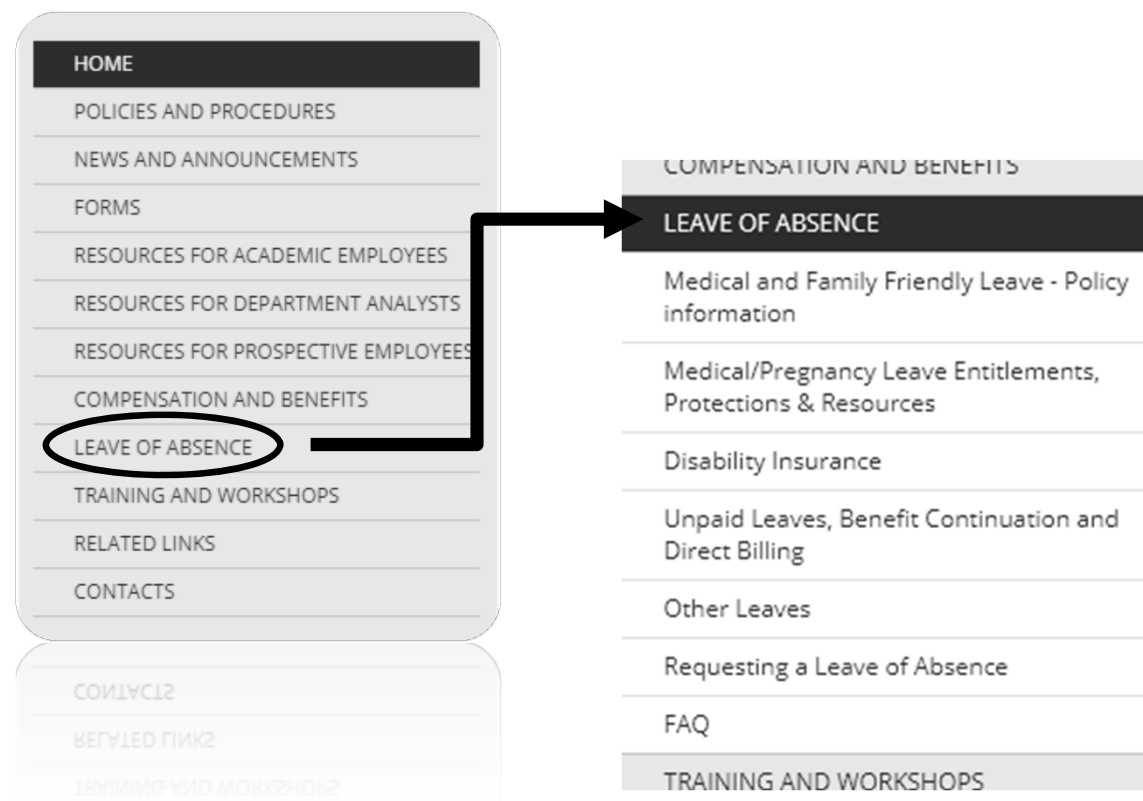
General Leave Resources

- Resources related to all leave types (Personal, Sabbatical, Medical, etc.)
 - Leave of Absence section on AP website
 - Leave Information for Department Analysts under Resources for Department Analysts
 - Data Warehouse reports
 - User Guide instructions on requesting leaves through AP Folio

Leave of Absence webpage

- Employee & Department Resources:

- Policy information
- Legal leave entitlements
- Unpaid Leaves and Direct Billing
- Disability Insurance
- Family Friendly Resources



Resources for Department Analysts

HOME
AP FOLIO
POLICIES AND PROCEDURES
NEWS AND ANNOUNCEMENTS
FORMS
RESOURCES FOR ACADEMIC EMPLOYEES
RESOURCES FOR DEPARTMENT ANALYSTS
RESOURCES FOR PROSPECTIVE EMPLOYEES
COMPENSATION AND BENEFITS
LEAVE OF ABSENCE
TRAINING AND WORKSHOPS
RELATED LINKS
CONTACTS

Resources for Department Analysts

Implementation of New Labor Contracts for GSRs, ASEs and Postdocs

- [March 10, 2023 Memo to Campus -- UAW Contract Implementation](#)
- [FAQs for Implementation of New Labor Contracts for GSRs, ASEs and Postdocs](#) ⓘ
- [UCOP FAQs March 13, 2023: Implementing ASE-GSR Agreements](#) ⓘ

Non-Senate Academic Employees

- [Unit 18 Contract Updates and Toolkit \(2022\)](#)
- [Postdoctoral Scholar Appointments](#)
- [Graduate Student Appointments](#)
- [Research Appointments](#)

General Resources

- [Forms](#)
- [UCPath](#)
- [UC Outside Activity Tracking System \(OATS\)](#)
- [UC Recruit](#)

Job board and online application system for open academic positions at UCSB.

- [Intergovernmental Personnel Act \(IPA\) Agreements](#) ⓘ
- [Payment for Online Course Development](#) ⓘ
- [Courtesy and WOS Appointments](#) ⓘ
- [Frequently Asked Questions](#)

Leave of Absence

- [Leave Information for Department Analysts](#) ⓘ
- [Leaves User Guide](#) ⓘ
- [Data Warehouse Extended Absence Report Guide](#) ⓘ
- [Data Warehouse Employees on Leave in Job Data Report Guide](#) ⓘ
- [Leave of Absence - Policy and Legal Entitlement Information](#)

Leave Information for Department Analysts

Leave of Absence

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- Identifies roles and responsibilities throughout the leave process
- Overview of leave administration from a department perspective
- Reviewing leave information in Job Data

Understanding Leave Information in Job Data

Leaves are entered in Job Data by UCPC. Review leave entries by paging through Job Data for all leave related actions.

1. The **Effective Date** of the start of leave will appear in Job Data with the corresponding leave Action/Reason.
2. The **Action/Reason** provides information on leave type entered and pay status during leave.
3. **Payroll Status** provides information regarding the pay status while on leave. This remain unchanged unless the pay status of a leave changes during the course of the leave, or until the return is processed in Job Data.
4. The **History/Current/Future** field provides context to the status of that data row in Job Data.
 - a. **History** are all data rows *before* the top, current-active data row. If a change is entered in Job Data while the leave is active, page through to find the leave transaction Action/Reason.
 - b. **Current** is the *top* data row currently active. When a leave is active, the Payroll Status will always reflect the Leave status (exception – reduced schedule and intermittent leaves do not appear in Job Data).
 - c. **Future** shows all Job Data entries with a future Effective Date. (Note: AY leaves typically have the future dated return entered in Job Data in advance.)
5. The < and > buttons are used to navigate through **History**, **Current** and **Future** rows of Job Data.
6. The **Expected Return Date** and **Last Date Worked** dates related to the leave.

The screenshot displays the UC Job Data system interface for an employee. The top navigation bar includes tabs for Work Location, Job Information, Job Labor, Payroll, Salary Plan, Compensation, and UC Job Data. The main content area is divided into several sections:

- Employee Information:** Employee Name, Empl ID (00000000), Empl Record (0).
- Work Location:** A dropdown menu with a search button and navigation links (First, 1 of 1, Last).
- Leave Details:** Effective Date (10/15/2020), Effective Sequence (0), HR Status (Active), Payroll Status (Paid Leave of Absence), Action (Paid Leave of Absence), Reason (Pregnancy Disability Leave), Job Indicator (Primary Job), and a Current button.
- Position Information:** Position Number (00000000), ACADMIC COORD 9-FY, Position Entry Date (09/01/2015), and an Override Position Data button.
- Organizational Data:** Regulatory Region (USA), Company (UCS), Business Unit (SBCMP), Department (DEPT), Department Entry Date (07/01/2018), Location (GRVE-2317), Establishment ID (UCSB), United States, University of California, UC Santa Barbara Campus, Grvitz Hall, UC Santa Barbara, and Date Created (10/09/2020).
- Leave Dates:** Last Start Date (08/03/2015), Expected Job End Date (07/01/2021), Expected Return Date (12/18/2020), Last Date Worked (10/14/2020), and buttons for End Job Automatically and Override Last Date Worked.

At the bottom, there are tabs for Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation.

Data Warehouse Leave Reports



EZ Access Main Menu

[Show All](#)[Hide All](#)[Logout](#)[Contact Us](#)

- ▣ Accounts Payable
- ▣ Chart of Accounts
- ▣ Design and Facilities
- ▣ Employee (PPS Historical)
- ▣ Equipment Inventory
- ▣ General Ledger
- ▣ Payroll Ledger (PPS Historical)
- ▣ Permanent Budget

- ▣ Signature Authorization
- ▣ Sponsored Projects
- ▣ Staff Lookup
- ▣ Staffing
- ▣ Tools
- ▣ UCPATH Central Office
- ▣ UCPATH Employee
- ▣ Accrual Balance by Emp
- ▣ Employees On Leave
- ▣ Extended Absence Report

Leave of Absence

- [Leave Information for Department Analysts](#) ▣
- [Leaves User Guide](#) ▣
- [Data Warehouse Extended Absence Report Guide](#) ▣
- [Data Warehouse Employees on Leave in Job Data Report Guide](#) ▣
- [Leave of Absence - Policy and Legal Entitlement Information](#)

- **Employees on Leave** report pulls data from Job Data
- **Extended Absence Report** pulls data from Extended Absence module
- Overview of leave dates, leave type and pay status
- Report Guides – provide field definitions and report overviews (located under Resources for Dept. Analysts)
<https://ap.ucsb.edu/resources.for.department.analysts/>

Reviewing approved leaves entered in UCPath

- Review Data Warehouse Reports
 - Audit all leave information in Extended Absence
 - Review current leave data in Job Data
- Validate leave data in Job Data
 - Leave dates
 - Pay status
 - Return from leave
- If Job Data issues are identified, notify the Leave Administrator ap-leave@ucsb.edu
- Departments are responsible for initiating any pay related actions due to late leave approvals/UCPath fulfillment.

User Guide – submitting leave requests in AP Folio

- Step-by-step guide for various leave types for:
 - Faculty
 - Leave-Accruing Titles
 - Postdocs
- General legal medical leave entitlements information
- Posted at:
 - Resources for Academic Employees
 - Resources for Department Analysts
 - Leave Request form (academic employees)
 - Leave of Absence → Requesting a Leave of Absence
 - <https://ap.ucsb.edu/resources.for.academic.employees/leaves.user.guide.pdf>

Submitting and Processing Leave Requests

What should departments check for in leave requests?

What information should academic employees provide to ensure efficient processing of their leave?

Employee comes to you and wants to go on a leave.
What do you do?

Gather information on the following:

- What type of leave do they want to take?
- What are the dates of the leave?
- Are they already on another type of leave?
- Have they already taken this type of leave before?
 - When?
 - For how long? (dates)
- What type of employee are they?
 - If they hold multiple titles, are they taking leave from all of their jobs, or just some?

Additional Questions for Senate Faculty

- Are they currently earning an admin stipend?
 - If yes, do they plan to continue earning it during the leave, or do they plan to pause the stipend?
- Are they serving as a PI on a grant?
 - If yes, contact Sponsored Projects officer in OR to address potential impacts
- If they are going on sabbatical, what type?
 - Full pay? Partial pay? In-residence?
 - Do they have enough credits accrued?
- If it's a special research leave, how is funding managed?
 - Administered by UCSB vs paid direct to employee
- Are there any APM-025 considerations?
 - Don't just take the form contents at face value!

Department Responsibilities: General Leaves

- See “Leave Information for Department Analysts” document
- First stop for academic employee consultation for:
 - Providing general policy info and guidance
 - Reviewing leave eligibility
- Assisting employees with leave request submission
- Managing leave request uploads, following up on routing
- Monitoring existing approved leaves in UCPath
 - Follow up with employees as needed
 - Notifying AP if leave entry issues are noted

What else should departments check for?

- Confirm accuracy of available accruals
 - Sabbatical credits
 - Quarters of paid (e.g. medical) leave available
 - Sick/Vacation/PTO accruals to accommodate paid dates of leave
- Sabbatical validations
 - Request contains narrative addressing points in APM 740-94
 - In-Residence sabbatical is justified
- Is the leave type within policy?
 - Are they eligible for the type of leave being requested?

Info required for sabbatical requests (APM 740-94)

- A brief history of the project, from inception through progress to date and projection as to completion date. This history shall include a description of the applicant's preparation and any significant contributions already made in the field of activity with which the project is concerned.
- Significance of the project as a contribution to knowledge, to art, to a particular profession, or as an expected contribution to the applicant's increased effectiveness as a teacher and scholar.
- Name(s) of the location(s) or institution(s) where the project will be carried out, and the names of colleagues, if any, with whom it will be conducted.
- Assurances of cooperation, or authorization to conduct the project, received from individuals, institutions, or agencies.
- Description of all financial support expected during the sabbatical leave for professional activities, except as provided in APM - 025. Description of any fellowship, grant and/or government-sponsored exchange lectureship. Description of any proposed arrangement under which the appointee would receive additional salary for research in accordance with APM - 740-18-c, any associated intellectual property-related issues, and actions proposed to assure that all obligations under the University intellectual property policies are preserved.
- Description of University service that will be provided if the applicant proposes to substitute significant University service for some or all of the teaching/instructional requirements of a sabbatical leave in residence.

If the request does NOT contain ALL of the above, please return it to the faculty to complete!

A note on In-Residence Sabbatical

- Requires BOTH:
 - Physical residence in Santa Barbara
 - Teaching a regularly-scheduled class meeting at least 3 hours/week
 - 599 classes taught to their own grad students do NOT count!
- In exceptional cases, *significant* University service may be substituted for all or part of the instructional requirement
 - Must be thoroughly described/justified in request, per last bullet of APM 740-94
 - Note: if faculty are also earning a stipend for this service, it may not be used as a substitute, as they are essentially “double dipping”
- Allows faculty to exchange only 6 credits per quarter of full pay

A note on Admin Stipends

- If they are earning stipend for admin service, they must make the decision to either suspend the stipend while on leave, or receive permission to continue receiving it while on leave

Do you hold an approved Administrator role (e.g. Director, Chair, etc) for which you receive a stipend?:

- ☒ Yes
☐ No

Please indicate what your Administrator status should be while on leave:

- ☐ My Administrator role should be revised to exclude my leave dates (i.e. stipend paused during the leave period)
☐ I am eligible to continue in my Administrator role (i.e. continue receiving stipend) while on leave

- Either option requires coordination with EVC's office, so please confirm!

APM 025

Conflict of Commitment and Outside Professional Activities

Category I

- Appears to be conflict, prior approval required:
 - Teaching, research, or administration of a grant at an educational institution, trust, organization, government agency, foundation, or other entity outside of the University
 - Honorary, visiting, adjunct, or other institutional appointment (either compensated or uncompensated) at an outside institution
 - Employment outside of the University
 - Assuming an executive or managerial position in a for-profit or not-for-profit business
 - Assuming a founding or a co-founding role of a company
 - Participation in or application to talent recruitment programs sponsored by a government agency of a nation other than the United States
 - Other professional activity that common sense and good judgment would indicate are likely to raise issues of conflict of commitment

Category II

- Less potential to raise issues of conflict of commitment
 - Teaching for Professional and Continuing Education (PaCE), or teaching for other continuing education programs run by the University, and self-supporting UC degree programs.
 - Consulting or testifying as an expert or professional witness.
 - Providing consulting services or engaging in professional practice as an individual, single- member professional corporation or sole proprietorship.
 - Serving on the board of directors of an outside entity. ? Providing or presenting a workshop for industry.
 - Providing outside consulting or compensated professional activities performed for entities such as the Los Alamos and Lawrence Livermore National Laboratories (exception for Board of Governors- see APM 025).
 - Other outside professional activity not mentioned in Category I or III that common sense and good judgment indicate are not likely to raise issues of conflict of commitment

Category III

- Accepted as part of faculty's scholarly/creative work
 - Serving on government or professional panels or committees or as an officer or board member of a professional or scholarly society.
 - Acting as a reviewer or editor for journal or book manuscripts.
 - Attending and presenting talks at university/academic colloquia and conferences.
 - Participating in or accepting a commission for an artistic performance or event not sponsored by the University other than activities under Category I.
 - Developing scholarly communications, even when such activities result in financial gain.
 - Accepting honoraria (other than those received for Category II activities) and prizes.

APM-025 and OATS

- Applies to Senate and Adjunct faculty at $\geq 50\%$
- Maximum hours allowed for Cat I & Cat II activities:
 - Up to 312 hours per year during the AY
 - Up to 1 day/week while drawing summer salary
- Summer Reporting
 - Hours reported only if simultaneously drawing summer salary
- Reporting while on LNS
 - Activity input required
 - No effort (hours) reporting required
- Category III
 - Not required to be reported unless there is student involvement
 - Required if full-time administrator compensated for activity

OATS Reporting Stages

- It is a multi-step process!
 1. Category I prior approval – BEFORE undertaking the activity
 2. Hours of effort – WHILE undertaking Cat I and Cat II activity
 3. Annual Certification – AFTER the AY is over
- #1 source of faculty misconception that they have “already submitted” OATS report
- Point them to the step-by-step user guides:
 - ap.ucsb.edu/resources.for.department.analysts/oats/training.resources/

Outside Activities (APM-025) and Leaves

- Category I prior approvals should be obtained before the leave can be approved
 - Double-check Cat I notation on Leave form
- Double-check Leave notation on OATS form
- Read through the leave request to see if Cat I might be applicable
 - Don't just take their selection at face value!
- Work with your faculty to request Cat I prior approval in OATS
 - Refer them to AP Office Hours or Helly Kwee if they need walk-through assistance

Is Category I Outside Activities Approval Required, and if so, have you submitted your [Prior Approval Request](#) ?:

- ☐ Yes, Category I Outside Activities Approval Required, **Prior Approval Request Submitted and Approved**
- ☐ Yes, Category I Outside Activities Approval Required, **Prior Approval Request Submitted and NOT YET Approved**
- ☒ Yes, Category I Outside Activities Approval Required, **Prior Approval Request NOT Submitted**
- ☐ No, Category I Outside Activities Approval NOT Required

Will you be requesting a full- or part-time leave without pay to engage in this activity?

☐ Yes ☒ No

Final Reminders

- Observe submission deadlines as outlined in Red Binder
 - Especially for 9/12 employees!
- ASMD: not technically a leave, but a modification of job duties
- PFCB: not a leave. Pay option associated with unpaid leave.
- FMLA/CFRA/PDLL: not a leave itself, but a designation applied to a policy approved leave that provides job protection
 - These protections run in parallel to the policy-approved leave
- Done outside AP Folio:
 - Clock/service limitation extension only
 - Cancelling/modifying already-approved leave within same AY – see User Guide!

Approval Authority

Title	Control Point
Teaching Titles (Senate Faculty and Unit 18 Faculty)	Dean
Research Titles (Researchers, Project Scientists, Specialists, Postdocs)	AVC
Academic Student Employees	Dept Chair/Unit Director
Academic Coordinators	Dean or AVC
Librarians	University Librarian
Exceptions to Policy (any of the above)	AVC

Additional Training?

- Would a separate workshop on FMLA leaves be beneficial? Focusing on:
 - More details on job protections provided
 - Information on documentation required to establish:
 - FML eligibility
 - FML designation
 - Return to Work
 - Details on the entire process, from employee inquiry to leave approval
 - What kind of communication happens between the employee and the AP Leaves team?
 - What are department responsibilities in this realm?



Contacts– where to start?

- Academic Employees should start with their department staff
- Further *policy-related* queries should be directed to the College/Divisional Analyst
 - Especially for faculty (Senate and Unit 18) leaves
- Queries on *non-policy, legal leave entitlements* (e.g. FML eligibility) can be directed to ap-leave@ucsb.edu
- Do NOT submit HR ServiceNow ticket!
- If Leave Request is in AP's queue, rest assured we are actively working on processing it
 - Pay-impacting leaves are prioritized ahead of non-pay-impacting leaves

<https://ap.ucsb.edu/news.and.announcements/memos/?1.17.2024.Reminder...Leave.Request.Protocols>

Other Contacts– Central AP Office

Leave Administration		
UCPath Entry		AP-Path@ucsb.edu
FML/Legal Leave Entitlements (not policy questions!)		AP-Leave@ucsb.edu
Lia Cabello	x 5979	lia.cabello@ucsb.edu
HFA, Social Sciences, Education, CCS		
Mira Lázaro	x 5728	mslaza@ucsb.edu
MLPS, Bren School, Engineering		
Joanna Kettmann	x 5048	joanna.kettmann@ucsb.edu
Specialists, Project Scientists, Professional Researchers		
Billy Ko	x 4441	billy.ko@ucsb.edu
Postdoctoral Scholars, Academic Student Employees		

AP Office Hours

- Every Monday from 1-2pm
 - Excluding campus holidays
- <https://ucsb.zoom.us/j/82238434575>
Meeting ID: 822 3843 4575

Questions?

