

Subject to approval by UCOP

9. PAID AND UNPAID LEAVE BENEFITS

9.1 Leave Standards: This information provides standards for leaves requirements for all Health Sciences Units, i.e., Schools, Departments and Divisions. No Unit may reduce faculty benefits from those approved by The Regents for faculty members in the University, except as outlined by Units for Sabbatical and Leave in Lieu of Sabbatical leaves. Extended Illness Leave, Childbearing Leave, Childrearing Leave, Bereavement Leave and Jury Duty leave with pay are provided uniformly and equitably for all Plan Participants.

In order to ensure minimal disruption to University activities, including but not limited to, patient care, formal course instruction and other trainee supervision, laboratory efficiency and productivity, and other applicable University duties, the faculty member who is anticipating an upcoming and predictable leave of absence should notify their Unit as soon as practical, with at least 3 months and ideally 6 months' notice being preferred, particularly for extended leaves. The unpredictability of certain leave types such as Bereavement or Extended Illness leaves, as examples, are clearly understood. **Plan Participants are encouraged to enroll in voluntary disability coverage at the time of their Period of Initial Eligibility.**

Family accommodation and personal illness leaves must be documented on a Family Accommodations Reporting (FAR) form. The Plan Participant must provide appropriate documentation as required for Family Medical Leave Act (FMLA) approval. The HS Unit will require a healthcare provider certification from a medical care provider attesting to the need for the leave.

Plan Participants who wish to take a leave of absence with or without compensation will follow the HS Unit's guidelines and will present a written request to the Unit leader (Dean / Department Chair), in advance. The [Dean / Department Chair] will secure other approvals from appropriate campus officials in accordance with UC Academic Personnel Policies outlined in the 700 series of the UC Academic Personnel Manual (APM), and the UC San Diego Family Accommodations Policy outlined in the UC San Diego Policy and Procedure Manual (see PPM 230-15). The Dean / Department Chair is under no obligation to approve a leave of absence but will not withhold approval unreasonably and must adhere to University and State established policies and procedures. If approval of a leave is granted, faculty need to be aware that it may result in a reduction to the Plan Participant's salary and benefits.

The leave rates used below are:

- 1) **Health Sciences Scale Base Salary** (X, and, if applicable, X') and/or
- 2) **Pre-incentive** Salary (X, and, if applicable, X' + Y, and Negotiated Z – i.e. Z pay without bonuses or incentives).

An additional pay option, **Pay for Family Care and Bonding (PFCB)**, provided by APM 715 and 760 may be chosen by Plan Participants to pay for eligible leaves. PFCB is a wage replacement program offered by the University of California. Effective January 1, 2023, faculty may be eligible for 100% of their Health Sciences Scale Base Salary (X+X') for specific types of Family and Medical Leaves (FML). PFCB is available for up to 8 work weeks per calendar year. To determine the interaction between PFCB and HSCP benefits, the Academic Resource Center should be consulted.

Plan Participants remain members of the Health Sciences Compensation Plan while on paid leave, even if their salary is decreased to base salary (X, X'). While on paid leave, they are bound by all rules of the Plan and the Health Sciences Implementing Procedures, including but not limited to policies related to income due the Plan.

A Plan Participant who leaves University service or transfers from a vacation-accruing title to a non-accruing title shall be paid for accrued vacation at the Plan Participant's total negotiated salary (X, and, if applicable X', + Y) at the time of separation or the when the reduction is considered permanent.

9.2 Leave details applicable to all Plan Participants:

- i. **Extended Illness Leave:** Extended illness is defined as a health condition resulting in absence **for more than two weeks**. This leave must be documented on a Leave of Absence form and when appropriate, will be designated as Family Medical Leave (FMLA). Per University policy, **faculty do not accrue sick leave. Thus, if faculty are sick for two weeks or less, they may use vacation leave to cover salary or take a leave without pay.**

All Plan Participants who are unable to work for reasons of extended personal illness, injury or disability shall be granted paid medical leave consecutively or intermittently, for the period outlined below. Faculty members with term appointments will not be granted paid medical leave beyond the end date of the term appointment except in cases of reappointment.

Extended Illness Leave will be provided for up to six (6) weeks consecutive or intermittent paid medical leave with each ten (10) year period of University of California service, for personal illness, injury, or disability. Plan Participants will receive Pre-incentive salary (X, X'+Y, and Negotiated Z) for the leave period.

Paid medical leave does not accrue. Therefore, if it is not used, it does not carry over to subsequent ten (10) year periods and does not convert to University of California Retirement Plan (UCRP) service credit upon retirement. Each ten (10) year period starts a new period of paid medical leave eligibility.

Plan Participants who are unable to return to work after using their extended illness leave will no longer be paid by the Department / School. Plan Participants may also be eligible for employer-paid Basic Disability benefits and, if enrolled, for University of California employee-paid Voluntary Short-Term or Voluntary Long-Term Disability Insurance benefits.

- ii. **Childbearing Leave:** Childbearing leave is for a Plan Participant who holds a 12-month appointment and bears a child or children regardless of academic series or months of service. Childbearing leave shall consist of time the Plan Participant is temporarily disabled because of pregnancy, childbirth, or related medical conditions (including prenatal care) as determined by health care provider certification of disability due to pregnancy (APM 760-25). The birth of one or more children at the same time constitutes a single event of birth.

The Plan Participant will be granted twelve (12) weeks (84 consecutive calendar days) of paid childbearing leave at their **Pre-incentive Salary (X, X' + Y, and Negotiated Z)**. If the period of

temporary disability related to pregnancy, childbirth or related medical conditions lasts less than 12 weeks, the remaining period of paid childbearing leave (for a leave in progress), may be used for bonding, up to the maximum period of 12 weeks (84 consecutive calendar days). Paid childbearing leave will be allocated in one 12-week block (84 consecutive calendar days). At the direction of the Plan Participant's health care provider, the childbearing leave may be allocated in intermittent periods, consistent with the provider's medical recommendations and the Plan Participant's eligibility for Family and Medical Leave (FML). If the Plan Participant cannot return after 12 weeks of childbearing leave and qualifies for additional leave on the basis of medical need, the period of childbearing leave may be followed by extended illness leave, and, if necessary, any disability benefits which may apply.

A Plan Participant who bears a child is also eligible for full or part-time childrearing leave without pay (APM 760-27) and a period of Active Service-Modified Duties (APM 760-28). At the Plan Participant's request, accrued vacation shall be substituted for unpaid parental leave. Parental leave must be taken within 12 months of the birth, adoption or placement of a child.

iii. **Childrearing (Parental Bonding) Leave with Pay.**

Non-birth parent: Childrearing leave is provided for a Plan Participant who holds a 12-month appointment and is the non-birth parent who has responsibility for the care of a child or for a child newly placed in the appointee's home. The child may be the appointee's biological or adopted child or that of a spouse or domestic partner. Placement of one or more children at the same time constitutes a single placement event. The Plan Participant will be granted up to twelve (12) weeks (84 consecutive calendar days) of paid parental bonding leave to be taken in two six-week blocks of continuous full-time or fixed part-time leave. The first six-week block will be paid at Pre-incentive salary (X, X', Y, Negotiated Z). The second six-week block will be paid at base salary (X, X'). Paid leave blocks should be used consecutively and must be used within 12 months of the birth, adoption or placement of a child.

- a. **Birth parent:** See childbearing section above. If childbearing (9.2.ii) leave is not taken as above, plan participants may use available Pay for Family Care and Bonding (PFCB), or vacation time as allowed by policy. Parental bonding leave may be started up to 12 months following the birth or placement of an eligible child in the Plan Participant's home.

iv. **Family Leave without Pay:** Plan Participants are eligible for up to one (1) year of **unpaid** family leave. As applicable, accrued vacation or Pay for Family Care and Bonding (PFCB) if eligible as per APM 715 and 760, may be used in lieu of unpaid leave. Family leave without pay must be used within 12 months of birth or adoption.

v. **Bereavement Leave:** Plan Participants are entitled for up to ten (10) days for the passing of a family member or member of the household per APM 758-0.b policy, and five (5) days for a non-family member. The Unit will provide paid leave at the Plan Member's base salary (X, X', Y, Negotiated Z) rate, per APM 758-0.b policy.

vi. **Jury Duty:** Plan Participants are eligible for paid leave when serving for required jury duty. The Unit will provide paid leave at the Plan Member's base salary (X, X', Y, Negotiated Z) and appointment percentage for the period of actual service per APM 758-0.c policy.

vii. **Sabbatical Leave:** Is only applicable to Ladder-Rank faculty and LSOE only. Plan Participants will be paid at a minimum, their base salary (X, X') while on sabbatical leave. Plan Participants remain members of the Compensation Plan and are subject to all of its requirements while on

sabbatical leave, included but not limited to those pertaining to outside professional activity and income, intellectual property, and conflict of commitment.

viii. Leave in Lieu of Sabbatical: Plan participants appointed in faculty series other than Ladder-rank and LSOE, (i.e., In Residence, Clinical X, salaried Adjunct and salaried HS Clinical series) are not eligible for sabbatical leave. However, they may take a Leave in Lieu of Sabbatical if appropriate funding is available, see PPM 230-10.II.H.

ix. Vacation Leave: APM 730-18 [and PPM 395](#):

- a. Academic personnel appointed on a fiscal-year basis accrue vacation at the rate of two (2) working days per month for full-time service.
 1. Fiscal-year appointees at 50 percent (50%) or more accrue vacation at a proportionate rate.
 2. Fiscal-year appointees at less than 50 percent (50%) time do not accrue vacation.
- b. University administrative holidays are not considered vacation days and shall not be charged against a faculty member's vacation time.
- c. Vacation shall not accrue during a leave of absence without salary.
- d. Vacation credit may accumulate to a maximum of forty-eight (48) working days for full-time employees.
- e. The maximum accumulation for appointees working half-time or over (50% or above), is the same maximum number of days as that of full-time employees.
- f. The department is required to maintain vacation records of Plan Participants who accrue vacation leave. Unless specifically exempt from the timekeeping System, each Plan Participant must log into the timekeeping system on a monthly basis to certify her/his vacation time. Even if no leave is taken, each Plan Participant must log into the timekeeping system to indicate that no leave was used. Plan Participants must adhere to the *Health Sciences Vacation Leave Reporting Guidelines* and their respective department/school vacation reporting policy available at <https://go.ucsd.edu/3npjqmo>.

Use of Accrued Vacation ([APM 730-20](#) and [PPM 395](#)): Accrued vacation shall be used at a time or times in keeping with the program of work being conducted by the appointee and approved by the appointee's supervisor, school dean, department chair or dean/chair's designee.

1. Vacation hours cannot be used before they are accrued.
2. Accrued vacation can be used for sick leave purposes ([APM 710](#), [715](#), [760](#) and [670](#)).
3. Vacation leave used shall be deducted and recorded in one (1) full-day increments only. For those with less than full-time appointments, vacation leave should be recorded in increments corresponding to the

portion of a day the appointee normally works. For example, an appointee who is employed at 75% time who generally works six hours per day should be debited six hours of vacation leave for a vacation absence of one day.

4. Every faculty appointee is required to report vacation days taken. Failure to do so is in violation of UCSD Health Sciences guidelines and University Policy. (APM-015, BUS-10, APM-730).
 5. A Plan Participant who leaves University service shall be paid for accrued vacation at his/her pay rate at the time of separation.
 6. A Plan Participant who leaves University service or transfers from a vacation-accruing title to a non-accruing title shall be paid for accrued vacation at the Plan Participant's total negotiated salary (X, and, if applicable X' + Y) at the time of separation or the when the reduction is considered permanent.
- x. **Active Service – Modified Duty (ASMD):** While not technically a leave, ASMD is a period during which a Plan Participant's normal duties are modified to allow an academic appointee to care for a newborn or a child newly placed in the appointee's home. ASMD may also be requested to provide care for a seriously ill family member or to provide substantial care for an elder family member. During a period of ASMD, an academic appointee is on active status and will receive at least their base salary (X, X') (APM 760-28).