710-0 **Policy**

a. Faculty members do not accrue sick leave. However, eligible faculty members shall be granted paid medical leave for periods of personal illness, injury, or disability. See APM - 710-11, Paid Medical Leave for Academic Appointees Who Do Not Accrue Sick Leave

b. Eligibile non-faculty academic appointees accrue sick leave. See APM - 710-14 and APM - 710-18.

c. APM - 710 does not apply to Postdoctoral Scholars (see APM - 390).

d. Student academic appointees do not accrue sick leave.

e. For academic appointees holding an appointment with a specified ending date, sick leave or paid medical leave shall not be approved beyond the ending date of the appointment. In the event the appointment is renewed or extended or a subsequent appointment is made, further leave may be granted.

f. See APM - 715-20 for family and medical leaves for care of a family member, including a domestic partner, with a serious health condition.

710-1 **Related Policies**

For other related policies, refer to the Academic Personnel Manual sections listed below:

a. APM - 133, Limitation on Total Period of Service with Certain Academic Titles

b. APM - 711, Reasonable Accommodation for Academic Appointees with Disabilities

c. APM - 715, Leaves of Absence/Family and Medical Leave

d. APM - 730, Leaves of Absence/Vacation

e. APM - 760, Family Accommodations for Childbearing and Childrearing

710-11 Paid Medical Leave for Academic Appointees Who Do Not Accrue Sick Leave

Paid medical leave benefits for faculty who are members of the Health Sciences Compensation Plan are described in the relevant School Implementation Procedures and Department Guidelines. APM - 710-11, therefore, does not apply to these faculty members.

Members of the faculty (as defined in APM - 110-15) who are not members of the Health Sciences Compensation Plan and who have a full-time appointment for at least a full academic year (three quarters or two semesters) who are unable to work for reasons of personal illness, injury, or disability shall be granted paid medical leave as follows.

a. Eligible faculty members with less than 10 years of University of California service in a title listed in APM - 110-15 that does not accrue sick leave shall be granted a maximum of two quarters (or one semester) for academic year appointees, or six months for fiscal year appointees, of consecutive or intermittent paid medical leave within a ten-year period for personal illness, injury, or disability.

b. Eligible faculty members with 10 or more years of University of California service in a title listed in APM - 110-15 that does not accrue sick leave shall be granted a maximum of 3 quarters (or 2 semesters) for academic-year appointees, or 12 months, for fiscal-year appointees, of consecutive or intermittent paid medical leave within each subsequent ten-year period for personal illness, injury, or disability.

c. 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.

d. University of California Retirement Plan (UCRP) service credit accrues while an appointee is on a UC-paid medical leave, in accordance with UCRP provisions.

e. Paid medical leave described in APM - 710-11 does not accrue and, if unused, is not carried over, nor is it used to calculate University of California Retirement Plan (UCRP) service credit.

f. Faculty members may also be eligible for employer-paid Short-Term Disability Plan benefits and, if enrolled, for University of California employee-paid Supplemental Disability Plan benefits.

g. While receiving injury or illness compensation under the Workers' Compensation Act, an absent faculty member may use available paid medical leave to supplement temporary disability payments, provided the total of the medical leave pay and workers' compensation benefit does not exceed the appointee's University of California Retirement Plan (UCRP) covered compensation for the period.

This policy provides paid leave in addition to normal childbearing and childrearing leaves (see APM - 760).

710-14 **Eligibility for Accrual of Sick Leave**

The following groups of non-student academic appointees accrue sick leave credit provided the appointment is at 50 percent or more time. Appointees at less than 50 percent time do not accrue sick leave. Visiting appointees in the following titles or series are eligible to accrue sick leave credit. (See APM - 230-20-g.)

a. Professional Research series

b. Postgraduate Research*

c. Visiting (_____) – Postdoctoral*

d. Specialist series

e. Specialist in Cooperative Extension series

f. Cooperative Extension Advisor series

g. Librarian series

h. Associate University Librarian and Assistant University Librarian

i. Continuing Educator series

j. University Extension Teachers

k. Academic Administrator series

l. Academic Coordinator series

m. Coordinators of Public Programs

n. Project (e.g., *Scientist*) series

*These titles will be removed as of January 1, 2010.

710-18 Rate of Accrual

Eligible fiscal-year appointees accrue sick leave at the rate of one working day per month for full-time service, including leaves with pay. Eligible academic-year appointees accrue sick leave only during the months of their service period, at the rate of one working day per month for full-time service, including leaves with pay. Eligible appointees at 50 percent or more time accrue sick leave at a proportionate rate; appointees at less than 50 percent time do not accrue sick leave.

An appointee who is on leave without pay for a work-incurred injury, illness, or disability and is receiving temporary disability payments accrues sick leave on the same basis as if regularly employed, but such accrued sick leave is credited to the appointee only upon return to work.

710-20 Use of Accrued Sick Leave

Use of accrued sick leave for academic appointees listed in APM - 710-14 is governed by the following:

a. Accrued sick leave shall be used in keeping with normally approved purposes including personal illness; medical appointments; childbearing (see APM - 715 and 760); disability; and medical appointments of, illness of, or bereavement for an appointee's child, parent, spouse, domestic partner, sibling, grandparent, or grandchild. In-laws or step relatives in the relationships listed, including relatives of the domestic partner who would be covered if the domestic partner were the appointee's spouse, are also covered. This provision also covers other persons residing in the appointee's household.

b. Accrued sick leave may be substituted, at the appointee's option, for unpaid family and medical leave to which the appointee is entitled under State or Federal law; see APM - 715. In the case of the appointee's own illness, the appointee may be eligible for employer-paid Short-Term Disability Plan benefits and, if enrolled, for University of California employee-paid Supplemental Disability Plan benefits.

c. While receiving injury or illness compensation under the Workers' Compensation Act, an absent appointee may also use accrued sick leave to supplement temporary disability payments provided the total of the sick leave pay and workers' compensation benefit does not exceed the appointee's University of California Retirement Plan (UCRP) covered compensation for the period.

d. Leave for a work-incurred injury, illness or disability which also qualifies as a serious health condition within the meaning of the Federal Family and Medical Leave Act shall be counted against an eligible appointee's family and medical leave entitlement.

e. Accrued sick leave shall be used in proportion to the reduced workload during periods of active service-modified duties. (See APM - 760-28-b(2).)

f. Academic appointees with term appointments will not be granted sick leave beyond the end date of the term appointment except in cases of reappointment.

710-24 **Authority**

Authority of Chancellors includes the Senior Vice President—Business and Finance and the Vice President—Agriculture and Natural Resources in their areas of authority.

Authority to review and approve requests for sick leave and paid medical leave has been delegated as follows:

a. The Chancellor shall determine the appropriate documentation and campus approval procedures for all paid and unpaid leaves due to illness, injury, or disability.

b. The Family and Medical Leave Act (FMLA) regulations will be used to determine required medical documentation during the first 12 workweeks of illness, injury, or disability for FMLA leaves. The Chancellor should establish standards and procedures for the review of appropriate medical documentation for all other paid and unpaid leaves due to illness, injury, or disability. The information to be provided should include the appointee's estimated return to work date. Campuses should determine what constitutes adequate medical certification for approval of non-FMLA leaves and when such documentation will be required. The University may require certification from a University-selected healthcare provider before approving a non-FMLA leave, in which case the University shall pay the reasonable costs of any medical examinations requested or required by the University.

c. For academic appointees eligible to accrue sick leave, the Chancellor may approve sick leave up to the total of an appointee's accrued sick leave credit.

d. For faculty members who do not accrue sick leave, the Chancellor is authorized to approve paid medical leave for personal health reasons in accordance with APM - 710-11 and campus guidelines. Such paid medical leave should be approved in advance whenever possible. Occasionally a Dean or department chair approves leaves for illness, injury, or disability for less than one month. Such leaves should be counted against the maximum amount of paid medical leave provided under APM - 710-11. For any period of paid medical leave longer than one month, prior approval should be obtained by the designated campus authority to avoid conversion to unpaid leave.

e. For academic appointees who do not accrue sick leave and who are not eligible for paid medical leave under APM - 710-11, Chancellors may approve leave with or without pay pursuant to APM - 758 and APM - 759.

f. Academic appointees are urged to apply for disability benefits before periods of paid sick leave or paid medical leave end.

g. If an appointee exhausts accrued sick leave or paid medical leave and is still unable to return to work, Chancellors may approve leave without pay for up to one year and may approve a longer leave without pay pursuant to APM - 759. Updated medical information or documentation shall be required to demonstrate the appointee's continuing inability to return to work. (See APM - 080, Medical Separation, for additional information).

h. When an academic appointee is ready to return to work, the chair, in consultation with the Disability Management Office (or equivalent), may evaluate the appointee's ability to resume the duties of the position. The chair may request a release to return to work and/or request a healthcare provider's statement outlining any limitations and any accommodations that might be requested. (See APM - 711, Reasonable Accommodation for Academic Appointees with Disabilities). For non-FMLA leaves, the University may require certification from a University-selected healthcare provider before approving a return to work, in which case the University shall pay the reasonable costs of any medical examinations requested or required by the University.

710-28 **Reasonable Accommodation for Academic Appointees with Disabilities**

It is the policy of the University to provide reasonable accommodations to otherwise qualified academic appointees who are disabled or become disabled and need assistance to perform the essential functions of their positions, provided that the accommodation does not pose an undue hardship (see APM - 711).

710-38 **Relation with Family and Medical Leave Entitlement**

An employee eligible for family and medical leave is entitled to up to 12 workweeks of unpaid leave to attend to the appointee's own serious health condition or to care for the appointee's child, parent, spouse, or domestic partner (same-sex or opposite-sex) with a serious health condition (see APM - 715). For academic appointees who accrue sick leave and/or vacation leave, accrued paid leave may be substituted for unpaid leave. For academic appointees who do not accrue sick leave and/or vacation leave, the Chancellor may approve leave with pay (see APM - 715-20-b). Family and medical leaves run concurrently with other approved leaves that are granted for a purpose which meets the criteria for a family and medical leave-qualifying event. See APM - 710-11 regarding the maximum amount of paid medical leave that may be granted to faculty members for reasons of personal illness, injury, or disability.

710-40 **Effect on the Eight-Year Probationary Period of Assistant Professors**

For determining years toward the eight-year limitation of service, the combined periods of leave unrelated to academic duties and time off the tenure clock may not exceed two years (see APM - 133-17-g, Applicability of Periods of Leave).

710-42 **Sabbatical Leave Credit**

Sabbatical leave credit is not accrued during a leave of absence with pay for one quarter or semester or more, or for a leave of absence without pay (see APM - 740-11-h(3) and (4)).

710-44 **Transfer of Accrued Sick Leave**

An appointee who transfers from one position within the University in which sick leave accrues to another position within the University in which sick leave accrues shall have the sick leave transferred.

An appointee who transfers from a position within the University in which sick leave accrues to another position within the University in which sick leave does not accrue shall not have prior sick leave accruals transferred. However, the appointee shall retain the accrued sick leave balance, which may be available for use if the appointee later transfers to a position in which sick leave accrues or for conversion to UCRP service credit if the appointee retires, in accordance with UCRP provisions.

Unused accrued sick leave balances will be converted to UCRP service credit at retirement, in accordance with UCRP provisions, if an appointee retires within 4 months after leaving University employment.

710-46 **Reinstatement of Sick Leave**

An appointee who is reemployed after a separation from employment of less than 15 calendar days shall have all accrued sick leave from prior service reinstated, unless the leave balance was previously converted to UCRP service credit upon retirement. If the separation from employment lasted more than 15 calendar days but less than 6 months, not more than 80 hours of accrued sick leave shall be reinstated as determined by the Chancellor. If the separation lasted for 6 months

(180 days) or more, accrued sick leave shall not be reinstated. For purposes of this section only, State of California service shall be treated the same as University service.

An appointee who is reemployed from layoff status shall have all accrued sick leave reinstated in accordance with APM - 145-36, Benefits Upon Reemployment.

710-95 **Records**

Chancellors and Vice Presidents shall assure that appropriate records are maintained in the department (or specified unit) for those academic appointees under their jurisdictions.