



OFFICE OF THE PROVOST AND  
EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

OFFICE OF THE PRESIDENT  
1111 Franklin Street, 12<sup>th</sup> Floor  
Oakland, California 94607-5200

June 21, 2021

CHANCELLORS  
LABORATORY DIRECTOR MICHAEL WITHERELL  
ACADEMIC COUNCIL CHAIR MARY GAUVAIN  
ANR VICE PRESIDENT GLENDA HUMISTON

**Re: Issuance of Substantive Revisions to the Leave-Related Policies of the 700 Series of the Academic Personnel Manual (APM)**

Dear Colleagues:

I am formally issuing the following revised leave-related policies of the 700 Series of the Academic Personnel Manual (APM):

- APM - 700, Leaves of Absence/General;
- APM - 710, Leaves of Absence/Sick Leave/Medical Leave;
- APM - 715, Leaves of Absence/Family and Medical Leave;
- APM - 720, Leaves of Absence/Holidays;
- APM - 730, Leaves of Absence/Vacation;
- APM - 740, Leaves of Absence/Sabbatical Leaves;
- APM - 750, Leaves of Absence/Leave for Service to Governmental Agencies;
- APM - 751, Leaves of Absence/Military Leave;
- APM - 752, Leaves of Absence/Leave to Attend Professional Meeting or Other University Business;
- APM - 758, Leaves of Absence/Other Leaves with Pay; and
- APM - 760, Family Accommodations for Childbearing and Childrearing.

APM - 759 is still under review so is not included in this issuance. Revisions to APM – 759 will be issued at a later date.

The revised policies are effective July 1, 2021 and may be found online on the [Academic Personnel and Programs website](#).

**Consultation Process**

The revised leave-related policies of the APM - 700 Series have undergone an extensive review by key stakeholders over the last couple of years. The following is a summary of the comprehensive review process:

- Location Academic Personnel/UCOP Academic Personnel and Programs Workgroup (October 2019 - January 2020)
  - The workgroup consisting of location Academic Personnel representatives, led by Academic Personnel and Programs, was charged with reviewing the suite of policies and identifying areas requiring revision in order to improve policy clarity and understanding.
  - In February 2020, the workgroup submitted a report to Vice Provost Carlson providing recommended substantive and technical revisions to the policies.
- Management Consultation (May 26 2020 - July 10, 2020)
- Systemwide Review (October 22, 2020 - February 8, 2021)

The revisions to the policies include substantive revisions discussed in more detail below. In addition, these policies have been reformatted to improve online accessibility.

### Key Policy Revisions

- **Removal of gendered language.** The gendered language has been removed from the suite of policies.
- **Increase in paid childbearing leave.** Language in APM - 760, Family Accommodations for Childbearing and Childrearing, has been updated to increase the existing paid childbearing leave from six weeks to eight weeks for academic appointees who do not accrue sick leave.
- **New Pay for Family Care and Bonding pay option.** A new section on Pay for Family Care and Bonding (PFCB) has been added to APM - 715, Leaves of Absence/Family and Medical Leave, and APM - 760, Family Accommodations for Childbearing and Childrearing. Effective July 1, 2021, PFCB provides a pay option for block leave taken in minimum one workweek block increments for family and medical leave (FML) qualifying reasons. For University employees on leave for qualifying reasons under the Family and Medical Leave Act (FMLA) and/or the California Family Rights Act (CFRA) to care for a family member with a serious health condition, for parental bonding leave, for Military Caregiver Leave, or for Qualifying Exigency Leave, PFCB provides 8 weeks of income replacement calculated at 70% of eligible earnings. It is important to note that the new PFCB pay option is not intended to take away any existing paid leave benefits under APM policy or local Health Sciences Compensation Plan implementing procedures for those academic appointees who are already eligible to receive such benefits. PFCB was approved by the Council of Chancellors in July 2020. In Fall of 2020, UCOP formed a cross-functional workgroup, led by Systemwide Human Resources, to develop and implement the pay option for qualifying family and medical leaves. Implementation guidance for the academic personnel offices on the new PFCB pay option will be forthcoming.
- **Changes to comply with SB 1383.** To address the new SB 1383 requirements expanding the California Family Rights Act (CFRA), effective January 1, 2021,

language has been added to APM - 715, Leaves of Absence/Family and Medical Leave. One notable change of the new legislation is that it expands the definition of family members for whom an appointee may take a family and medical leave under CFRA to include grandparents, grandchildren, and siblings.

- **Change in approval authority for leave for service to governmental agencies.** The approval authority noted in APM - 750 for leaves of more than thirty days for service to governmental agencies is changed from the President (who has delegated this authority to the Provost and Executive Vice President) to the Chancellors and the Vice President-Agriculture and Natural Resources to be consistent with that in APM - 758 (Other Leaves with Pay). Since currently in APM - 750 the Chancellors and the Vice President-Agriculture and Natural Resources have approval authority for leaves for service to governmental agencies of thirty days or less, with this change the Chancellors and the Vice President-Agriculture and Natural Resources would have approval authority for all leaves for service to governmental agencies regardless of duration.
- **New sections on bereavement leave and jury duty leave.** Language has been added to APM - 758, Leaves of Absence/Other Leaves with Pay, to specifically address bereavement and jury duty leaves. While these types of leaves are well-defined in staff PPSM policies, they were previously not specifically defined in APM policy. The changes mirror existing language in staff PPSM policies.
- **Removal of age requirement of child for Active Service-Modified Duties eligibility.** In APM - 760, Family Accommodations for Childbearing and Childrearing, the previous eligibility criteria that a newly placed child must be “under age five” has been removed. This change will allow for a child of any age newly placed for adoption or foster care to be covered under APM - 760 for Active Service-Modified Duties.

## **Implementation**

Campuses must begin implementing the revised policies on July 1, 2021, including the new Pay for Family Care and Bonding pay option. UCOP Academic Personnel and Programs has developed a detailed implementation toolkit that will be issued in conjunction with the revised policies.

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I wish to thank all members of the University community for their efforts to revise these policies. Your contributions are deeply appreciated.

Sincerely,

A handwritten signature in blue ink that reads "Michael T. Brown". The signature is written in a cursive style.

Michael T. Brown, Ph.D.  
Provost and  
Executive Vice President for Academic Affairs

cc: President Drake  
Executive Vice Chancellors/Provosts  
Executive Vice President and Chief Operating Officer Nava  
Executive Vice President Byington  
Senior Vice President and Chief Compliance Officer Bustamante  
Interim Vice President Lloyd  
Vice President Maldonado  
Vice Provost Carlson  
Vice Provosts/Vice Chancellors of Academic Affairs/Personnel  
Assistant Vice Provosts/Vice Chancellors/Directors of Academic Personnel  
Associate Vice Provost Lee  
Deputy General Counsel Woodall  
Executive Director Baxter  
Executive Director Silas  
Chief of Staff and Executive Director Henderson  
Chief of Staff Levintov  
Senior Counsel Leider  
Senior Counsel Mastro  
Director Grant  
Director Roller  
Director Sykes  
Associate Director Woolston  
Manager Smith  
HR Manager Crosson  
Analyst Miller