

## **Benefits and Privileges: APM - 750 - Leaves of Absence/Leave for Service to Governmental Agencies**

### **750-0 Policy**

Leave of absence may be granted to academic appointees for consultation or other services to governmental agencies. When the appointee is compensated for services by the governmental agency, usually these leaves of absence are granted without pay. However, full or partial pay may be granted for leaves of 30 days or less, and partial pay may be granted for longer leaves under the conditions stated in APM-750-10 below, provided the total compensation received during the leave does not exceed the compensation the appointee would normally receive from the University.

Appointees on a governmental service leave should refer to their obligations under [APM - 025](#) and [APM - 671](#) which specifies further details about governmental service.

### **750-4 Definition**

The term “governmental agencies” as used in this section refers to an agency of the federal government; State of California; county or city within California, or to any part, section subsidiary or agency thereof.

### **750-10 Criteria for Granting Leave With Pay**

#### **a. Leaves of 30 days or less**

Leaves of absence with pay for 30 days or less for service to governmental agencies shall be approved only when the service is appropriate and meaningful (e.g., service that is substantially related to the appointee’s academic career and/or furthers the goals and objectives of the University).

#### **b. Leaves of more than 30 days**

Leaves of absence with partial pay for more than 30 days for service to governmental agencies may be granted in exceptional cases.

### **750-18 Pay During Leave**

#### **a. For leaves of 30 days or less**

If the appointee requesting leave for service to governmental agencies of 30 days or less has satisfied the conditions set forth above and has applied for the leave in accordance with APM -

## Leaves of Absence/Leave for Service to Governmental Agencies

750-94, there will be no reduction in regular University pay during the period of leave, except that if the appointee receives compensation from the governmental agency, the University salary for the period of the leave shall be partial salary equal to the difference between the appointee's regular University salary and that received from the governmental agency.

**b. For leaves of more than 30 days**

If a leave of absence for a period of more than 30 days is approved and if the compensation paid by the governmental agency is less than that which the appointee would receive from the University, the University may grant a partial salary equivalent to the difference for the period of the leave.

**750-24 Authority to Approve**

Chancellors and the Vice President-Agriculture and Natural Resources are authorized to approve all leaves of absence for service to governmental agencies.

**750-94 Application**

A request for a leave for service to a governmental agency should be accompanied by a statement including the following information:

- a. Disposition of work during the proposed leave.
- b. The nature of the services to be rendered to the governmental agency.
- c. The amount of compensation to be received from the governmental agency.

**Revision History**

July 1, 2021:

- Substantive revisions to language to clarify application of policy to academic appointees.
- Updated approval authority.

For details on prior revisions, please visit the [Academic Personnel and Programs website](#).