

Benefits and Privileges: APM - 758 - Leaves of Absence/Other Leaves With Pay

758-0 Policy

- a. In addition to the special types of leaves listed in APM - 700 through 752, leaves of absence with full pay for other good cause may be granted to academic appointees. Leaves of absence to perform service for an outside agency (including corporations, individuals and institutions) when such service is compensated by the outside agency are not granted with pay except for leaves that come within [APM - 750](#).

- b. Bereavement Leave

A leave of absence of up to ten (10) working days per death may be granted in the event of the death of 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. A leave of absence of up to five (5) days per calendar year may be granted for the death of an individual who is not a family member. The five days of leave do not need to be taken consecutively. Academic appointees may use accrued sick or vacation leave for pay during an approved bereavement leave. For academic appointees who do not accrue sick leave, Chancellors may grant leave with pay up to the maximums above.

- c. Jury Duty Leave

An academic appointee shall be eligible for a leave of absence with pay when serving required jury duty. Appointees shall promptly notify their department chair (or other designated individual) of their required jury service. If selected for a jury, the appointee shall continue to receive pay for the period of actual service, at the appointee's regular rate and appointment percentage. An appointee who serves required jury duty on a holiday observed by the University is normally eligible for holiday pay but does not receive an alternate day off. Verification of actual service for jury duty shall be provided by the appointee to the appointee's department upon request. During the period of jury duty, the appointee is expected to be in service on regularly scheduled days on which the jury is excused from appearing.

- d. Administrative Leave in Lieu of Sabbatical

An appointee who holds an administrative position and who is eligible for a sabbatical leave may be eligible for an administrative leave with pay in lieu of a sabbatical leave. The purpose of this leave is to allow administrators to devote effort to their research that may have been interrupted by administrative service.

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The length and percent time of the leave depend on the amount of sabbatical leave credits accrued. All the provisions of [APM - 740](#) governing sabbatical leave apply, with the addition of two provisions regarding the calculation of an appointee's "regular salary" as defined in [APM - 740-18-a](#).

- 1) The regular salary rate includes an administrative stipend or administrative salary of an appointee who, immediately before the administrative leave, holds an administrative post to which the appointee will return immediately following the leave for a period equivalent to at least one academic year.
- 2) The regular salary rate is based on the administrative salary of an appointee who has held a full-time administrative position that is eligible to accrue sabbatical leave credit as is listed in [APM - 740-11-c](#) for five years or more, who has not taken a sabbatical leave or an administrative leave in those years, and who takes an administrative leave of up to one year immediately after the end of this administrative service. The pay and term for the administrative leave in lieu of sabbatical, whether fiscal or academic year, will be based on either the current administrative or faculty rate contingent upon when sabbatical leave credits were accrued. The salary rate for that portion of the leave compensated at the administrative salary rate is ineligible for any increase. The faculty salary rate is subject to any change that may result from salary scale adjustments or academic personnel review during the period of the leave. For the requirement to return to University service after the leave, see [APM - 740-16-d](#).

In all cases the required number of sabbatical leave credits are forfeited upon receipt of an administrative leave.

758-16 Restrictions

No leave of absence with pay shall be granted to a fiscal-year appointee for more than 30 days for the purpose of attending international conferences and related scholarly activities. Time required beyond 30 days for this purpose by fiscal-year appointees will be charged against accrued vacation. Should it be necessary for a fiscal-year appointee to be away from campus for a time beyond that allowed by the 30-day leave with pay plus accrued vacation time, such further leave, if approved by the Chancellor, shall be granted only as a leave without pay. (See [APM - 759](#).)

758-24 Authority

Authority to approve leaves of absence with pay, other than the particular types of leaves covered in APM - 700 through 752, is as follows:

a. Leaves with pay for 12 months or less

Chancellors are authorized to approve leaves of absence with pay for 12 months or less for academic appointees in accordance with the general policy on leaves.

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b. Leaves with pay for more than 12 months

Leaves of absence with pay for more than 12 months, other than sick leave, require approval of the President.

Revision History

July 01, 2021:

- Substantive revisions to clarify intent of language and to add bereavement leave and jury duty leave.
- Technical revisions to remove gendered language and to correct minor grammatical errors.

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