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760-0 Policy

Family accommodation policies for childbearing and childrearing responsibilities are fundamental to an equitable and productive academic environment. The University of California's family accommodation policies and programs assist faculty and other academic appointees in balancing the needs of work and family.

760-8 Types of Family Accommodations for Childbearing and Childrearing

- a. Childbearing and Pregnancy Disability Leave with or without pay (APM - 760-25)
- b. Childrearing Leave (APM - 760-27)
- c. Active service-modified duties (APM - 760-28)
- d. Part-time appointment and reduction in percentage of time of an appointment to accommodate family needs (APM - 760-29)
- e. Stopping the clock for the care of a child or children (APM - 760-30)
- f. Deferral of personnel reviews (APM - 760-31)

760-25 Childbearing and Pregnancy Disability Leave

a. Description and Eligibility

An academic appointee who is disabled because of pregnancy, childbirth, or related medical conditions is eligible for childbearing leave for the period prior to, during, and after childbirth, regardless of the length of University Service. Childbearing leave may also be used for prenatal care.

Consistent with the California Pregnancy Disability Leave Law (PDDL), an academic appointee who is disabled because of pregnancy, childbirth, or related medical conditions is eligible to take an unpaid childbearing leave ("Pregnancy Disability Leave") for up to four (4) months during the period of actual disability, as certified by the appointee's health-care provider, and may also use Pregnancy Disability Leave for prenatal care. Such Pregnancy Disability Leave will run concurrently with any childbearing leave under this policy.

During a childbearing leave and/or Pregnancy Disability Leave, no duties shall be required by the University. Nor shall duties be postponed for after an appointee's return without the appointee's agreement.

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Childbearing leave and/or Pregnancy Disability Leave need not be taken in one continuous period of time but may be taken on an intermittent or reduced schedule basis when medically advisable.

An academic appointee may be eligible for employer-paid Basic Disability Insurance benefits and, if enrolled, for employee-paid Voluntary Short-Term or Voluntary Long-Term Disability Insurance Plan benefits if unable to work because of pregnancy disability. Before any of these disability benefits begin, an appointee who accrues sick leave must use accrued sick leave (during any applicable waiting period) in accordance with the terms of the benefits.

b. Pay Status

While childbearing leaves and Pregnancy Disability Leaves are generally unpaid, an appointee may have the opportunity to use accrued leave and/or continue to receive compensation during such leaves under the following provisions:

- 1) An academic appointee who accrues sick leave or vacation leave credit may, at the appointee's option, use such accrued leave credit in lieu of taking childbearing leave and/or Pregnancy Disability Leave without pay.
- 2) A member of the Academic Senate will receive at least the member's approved base salary for up to eight (8) weeks while unable to perform the member's normal University obligations. Any additional compensation under the Health Sciences Compensation Plan (HSCP) shall be paid in accordance with HSCP School Implementing Procedures.
- 3) A non-Senate academic appointee who does not accrue sick leave and who has served in any UC academic title for at least twelve (12) consecutive months will receive at least the appointee's approved base salary for up to eight (8) weeks while unable to perform the appointee's normal University obligations. Any additional compensation under the HSCP shall be paid in accordance with HSCP School Implementing Procedures.
- 4) A non-Senate academic appointee who does not accrue sick leave and who has not served in any UC academic title for at least twelve (12) consecutive months will receive at least the appointee's approved base salary for approximately the period which would be accrued during the appointment in accordance with the accrual rates in [APM - 710-18](#). Any additional compensation under the HSCP shall be paid in accordance with HSCP School Implementing Procedures.

c. Accommodation of Pregnancy

As an alternative to or in addition to a childbearing leave, the University shall (i) provide the appointee with reasonable accommodation upon request, which could include temporarily modifying a pregnant appointee's position and/or (ii) transfer the appointee to a less strenuous or hazardous position upon request. Such requests will be granted if

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medically advisable according to the appointee's health-care provider and if they can be reasonably accommodated. Such reasonable accommodations or transfer shall not be counted against an eligible academic appointee's entitlement to childbearing leave and/or Pregnancy Disability Leave unless the appointee takes intermittent leave or works a reduced schedule as a result.

d. Interaction with Family and Medical Leave Entitlement

Pregnancy Disability Leave under the PDLL is a form of family and medical leave and shall run concurrently with childbearing leave under this policy.

In addition, if an academic appointee on a childbearing leave is eligible for family and medical leave under the federal Family and Medical Leave Act (FMLA) (see [APM - 715-14](#)), the first twelve (12) workweeks of that leave in any calendar year shall run concurrently with family and medical leave under the FMLA. When on family and medical leave, the department, and not the academic appointee, shall arrange for others to cover work assignments during the absence. If an appointee would like to participate in this coordination of work assignments prior to the start of the leave, the appointee should notify the department.

e. Effect on Benefits

An academic appointee on childbearing leave and/or Pregnancy Disability Leave under the PDLL, with or without pay, shall be entitled to continue participation in health coverage (medical, dental, and vision) as if on pay status for up to four (4) months per pregnancy. Other group insurance coverage and retirement benefits shall be administered in accordance with the provisions of the applicable group insurance and retirement system regulations. Local Benefits Offices will provide information on how to continue insurance coverage.

760-27 Childrearing Leave

Childrearing leave consists of parental bonding leave and/or parental leave which is more fully described below.

a. Parental Bonding Leave

An academic appointee who is eligible for family and medical leave (see [APM - 715-14](#)) shall be granted an unpaid leave to bond with the appointee's child after the child's birth or placement with the appointee for adoption or foster care, and to attend to matters related to the birth, adoption, or placement of the child for up to twelve (12) workweeks ("Parental Bonding Leave").

Parental Bonding Leave must be concluded within twelve (12) months following the child's birth or placement. Such leave must be taken in increments of at least two (2) weeks; however, an appointee may take such leave in increments of less than two (2) weeks' duration on any two (2) occasions.

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b. Parental Leave

An academic appointee is eligible for a full-time or part-time parental leave without pay for up to one (1) year to care for a child (“Parental Leave”). The child may be the appointee’s child or that of a spouse or domestic partner.

c. Interaction with Family and Medical Leave Entitlement

Parental Bonding Leave under the FMLA and/or CFRA is a form of family and medical leave and shall run concurrently with Parental Leave taken pursuant to this policy. Parental Bonding Leave is more restrictive than Parental Leave. Parental Bonding Leave must be concluded within twelve (12) months following the child’s birth or placement. Such leave must be taken in increments of at least two (2) weeks; however, an appointee may take such leave in increments of less than two (2) weeks duration on any two (2) occasions.

d. Pay Status

While both Parental Bonding Leave and Parental Leave are generally unpaid, an appointee may have the opportunity to use accrued leave or other available pay options to continue to receive some compensation during such leave as outlined below.

1) Pay for Family Care and Bonding (PFCB)**i. General**

In order to support academic appointees’ need to take leave to care for their family members, the University offers eligible appointees PFCB, which is a partial income replacement option for up to eight (8) workweeks per calendar year. To be eligible for PFCB, an academic appointee must be on an approved block family and medical leave taken for one of the qualifying reasons below, and the appointee must be taking that leave in a block of a minimum of one (1) workweek.

Family and medical leaves that qualify for the PFCB option are those leaves taken under the FMLA and/or CFRA for the following reasons: (i) to care for a family member with a serious health condition (see [APM - 715-0-b](#) for the list of qualifying family members); (ii) for Parental Bonding Leave (see [APM - 715-0-d](#) and [APM - 760-27](#)); (iii) for Qualifying Exigency Leave (see [APM - 715-0-f](#)); or (iv) for Military Caregiver Leave (see [APM - 715-17](#)). [APM - 715-14](#) outlines the eligibility requirements for family and medical leaves. PFCB is not an option available during any other type of leave.

If an appointee elects to use PFCB for a particular qualifying family and medical leave block leave rather than using paid leave accruals, other available pay options or taking the leave without pay, the appointee must continue to use PFCB until they either exhaust their full eight (8)

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workweeks of PFCB for the calendar year or that qualifying family and medical leave block leave ends. If their leave ends before they have used the full eight (8) workweeks of PFCB for the calendar year, the remainder is available to use during a qualifying family and medical leave block leave later in the calendar year. For an academic appointee holding an appointment with a definite end date, family and medical leave may not be approved beyond the end date of the appointment; therefore, the PFCB option is not available beyond the end date of that appointment.

An appointee may not use paid leave accruals (vacation, sick leave) or any other available pay option while receiving PFCB.

For participants in the Health Sciences Compensation Plan (HSCP), PFCB interacts with pay options available under the participant's specific School HSCP Implementing Procedures and/or department specific procedures as follows:

- a. If an academic appointee is taking a family and medical leave that would qualify for the PFCB option and there is no HSCP pay option available for that leave, the appointee will have the option to use PFCB for that leave.
- b. If an academic appointee is taking a family and medical leave that qualifies for the PFCB option and also an HSCP pay option and they would receive more pay with the PFCB option, PFCB will be the option available to the appointee for that leave. If the appointee elects to use that PFCB option for the leave, the appointee's PFCB entitlement would be decremented, and their HSCP entitlement would also be decremented.
- c. If an academic appointee is taking a family and medical leave that qualifies for the PFCB option and also an HSCP pay option and they would receive more pay with the HSCP option, HSCP will be the option available to the appointee for that leave. If the appointee elects to use that HSCP option for the leave, the appointee's HSCP entitlement would be decremented, and their PFCB entitlement would also be decremented.
- d. If an academic appointee is using an HSCP pay option during an intermittent or reduced schedule family and medical leave that would qualify for PFCB if taken in a block of one (1) workweek or more, the appointee's HSCP entitlement would be decremented, and their PFCB entitlement would also be decremented.

For academic appointees covered by a Memorandum of Understanding (MOU), the MOU governs whether PFCB is available to those appointees and, if so, the terms of PFCB.

ii. PFCB Calculation

The PFCB option provides pay calculated at seventy percent (70%) of an appointee's eligible earnings.

a. Eligible Earnings

Eligible earnings include an appointee's base salary payable through the University. Base salary includes on-scale, off-scale, and above-scale, and X and X-prime (X') components for Health Sciences Compensation Plan (HSCP) participants. Eligible earnings do not include pay that is received in addition to the appointee's regular appointment such as "by agreement" payments, administrative stipends, honoraria, compensation for extension teaching, summer session teaching, any negotiated Y and Z payments for HSCP participants, and any other cash compensation received that exceeds one-hundred percent (100%) of the base salary of the full-time equivalent of the appointee's eligible appointment(s). However, if the appointee's only appointment is for extension or summer session teaching or is a "by agreement" appointment, and the appointee meets all other PFCB eligibility criteria, those earnings are considered eligible earnings.

b. Appointments Established at a Fixed Percentage

If the academic appointee has an appointment established at a fixed percentage, PFCB is based on the salary rate in effect during the appointee's leave.

c. Appointees Reporting Time on a Variable Basis

If the academic appointee reports time on a variable basis, eligible earnings are an average of the appointee's eligible earnings for the three (3) calendar months (for an appointee paid on a monthly basis) or six (6) pay periods (for an appointee paid on a bi-weekly basis) immediately prior to the period in which the leave begins, excluding periods with approved leave without pay. This average is calculated as follows:

- (1) For an appointee paid on a bi-weekly basis, the sum of hours paid in the six (6) pay periods immediately prior to the period in which the leave begins is divided by twelve (12) to determine the average hours worked per week. The average hours worked per week is then multiplied by 0.7 to determine the number of hours per week the appointee is to be paid while receiving PFCB.

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- (2) For an appointee paid on a monthly basis, the sum of the time paid in the three (3) calendar months immediately prior to the period in which the leave begins is divided by three (3) to determine the average time worked per month. The average time worked per month is then multiplied by 0.7 to determine the time per month the appointee is to be paid while receiving PFCB.

If the consecutive three (3) months or six (6) bi-weekly pay periods immediately preceding the beginning of the leave cannot be used due to approved leave without pay, the look-back period may be extended up to, but no longer than, one (1) year prior to the beginning of the leave, using the most recent applicable pay periods not to exceed the term of the appointment.

- iii. Pay and Benefits Considerations

- a. Taxability and Deductions

PFCB is considered taxable wages. An appointee's normal deductions are taken from PFCB.

- b. Vacation and Sick Accruals

Because an appointee is paid seventy percent (70%) of eligible earnings when receiving PFCB, sick accruals (see [APM - 710-18](#)), and vacation accruals (see [APM - 730-20-f](#)) are calculated as if the appointee is on pay status for seventy percent (70%) of their normal work effort. For accrual of sabbatical leave credit during PFCB, see [APM 715-42](#).

- c. Employment Service Credit

Employment service credit is used to determine years of qualifying service for an appointee's vacation accrual rate and for eligibility for service awards. Appointees accrue one (1) month of employment service credit for each month in which they are on pay status at least fifty percent (50%) time. If receiving PFCB results in a pay status of less than fifty percent (50%) in a given month, an appointee will not receive employment service credit for that month.

- d. Retirement Service Credit

Retirement service credit (i.e., service earned as a UCRP member or UC Defined Contribution Savings Choice participant) is earned based upon an appointee's covered compensation and their full

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time equivalent compensation from a UCRP-eligible appointment. While receiving PFCB, an appointee will continue to make required contributions to retirement plans. An eligible appointee who is receiving PFCB will receive seventy percent (70%) of the retirement service credit they would have earned in their normal work effort.

e. Benefits

Health and welfare benefits deductions will be taken from PFCB in accordance with the appointee's benefit elections. Receiving PFCB does not, in itself, affect benefits status or eligibility. However, benefits regulations affecting return to pay status after a leave without pay will apply if an appointee returns to pay status by receiving PFCB.

2) Other Pay Options During a Childrearing Leave

Accrued sick or accrued vacation leave may be used, at the appointee's option, during a Parental Bonding Leave or Parental Leave that would otherwise be unpaid.

Any additional compensation under the Health Sciences Compensation Plan (HSCP) shall be paid in accordance with HSCP School Implementing Procedures.

e. **Effect on Benefits**

An academic appointee on Parental Bonding Leave under the FMLA and/or CFRA, with or without pay, shall be entitled to continue participation in health coverage (medical, dental, and vision) as if on pay status. Other group insurance coverage and retirement benefits shall be administered in accordance with the provisions of the applicable group insurance and retirement system regulations.

An appointee on a Parental Leave that does not qualify as a Parental Bonding Leave under the FMLA and/or CFRA is responsible for the continuation of benefits during any unpaid portion of the leave.

Details on how to continue insurance coverage are available from local Benefits Offices.

760-28 Active Service-Modified Dutiesa. **Description and Eligibility**

Active service-modified duties is a period during which normal duties are reduced so that an academic appointee may prepare for and/or care for a newborn child or a child newly placed for adoption or foster care. To be eligible for active service-modified duties, an academic appointee must be responsible for fifty percent (50%) or more of the care of a

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child. The child may be the appointee's child or that of a spouse or domestic partner. An appointee is eligible for a period of active service-modified duties for each event of birth or placement. The birth or placement of one (1) or more children at the same time constitutes a single event of birth or placement. Eligibility for a period of active service-modified duties shall normally begin three (3) months prior to the birth or placement and continue for up to twelve (12) months following the birth or placement.

A childbearing appointee who has a full-time appointment for at least one (1) full academic year (three (3) quarters or two (2) semesters) is eligible for a total period of childbearing leave plus active service-modified duties of three (3) quarters (or two (2) semesters) to enable recovery from the effects of pregnancy and childbirth and to prepare for and/or care for the newborn child. If an appointee gives birth during the summer or an off-duty term, the appointee is eligible for a total period of active service-modified duties of three (3) quarters (or two (2) semesters).¹

All other academic appointees are eligible for a total period of childbearing leave plus active service-modified duties of one (1) quarter (or one (1) semester).²

An academic appointee shall provide notice to the department chair or unit head of the need for a period of active service-modified duties. The notice must include a written statement by the appointee certifying that the appointee is responsible for fifty percent (50%) or more of the care of a newborn child or a child newly placed for adoption or foster care. The proposed modifications should then be discussed with the appointee and are subject to approval by the Dean and/or Chancellor. During a period of active service-modified duties, the appointee is on active service and is expected to perform some portion of the appointee's normal duties. A period of active service-modified duties is not a leave of absence.

For ladder-rank faculty, the modification of duties normally will be either partial or full relief from teaching without the assignment of additional teaching duties before or after to offset the teaching relief. In the quarter or semester of a childbearing or pregnancy disability leave there must be full relief from teaching duties. For other eligible faculty who primarily have teaching duties, the modification of duties normally will be partial teaching relief or the assignment of additional resources such as teaching assistants or readers, as appropriate. For all other eligible academic appointees, the modification of duties normally will be a reduced workload (see APM - 760-28-b(2)).³

b. Pay Status

¹ This paragraph does not apply to Health Sciences Compensation Plan faculty members; see APM - 760-28-c for relevant provisions.

² This paragraph does not apply to Health Sciences Compensation Plan faculty members; see APM - 760-28-c for relevant provisions.

³ This paragraph does not apply to Health Sciences Compensation Plan faculty members; see APM - 760-28-c for relevant provisions.

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Pay status during a period of active service-modified duties shall be based on the following provisions:

- 1) Faculty members will continue to receive their regular monthly salary.⁴
- 2) Academic appointees who accrue sick leave shall use such accrued sick leave credit in proportion to the reduced workload. When sick leave credit has been exhausted or for those non-faculty academic appointees who do not accrue sick leave, pay will be reduced in proportion to the reduced workload. A reduction in appointment percentage may affect an appointee's health and welfare and retirement benefits.

c. Provisions for Health Sciences Compensation Plan Faculty Members

During a period of active service-modified duties, faculty who are participants in the Health Sciences Compensation Plan (HSCP) with clinical responsibilities may reduce clinical duties in lieu of teaching relief, as appropriate. Modification of clinical duties is not a reduction in percentage of effort in clinical duties. Terms of clinical duty reduction expectations with regard to this provision shall be routinely documented by the HSCP School Implementing Procedures. For non-HSCP faculty who have clinical duties, modification of duties could be a reduction of clinical duties and an overall reduced workload.

At a minimum, HSCP faculty members are eligible for a total period of childbearing leave plus active service-modified duties of up to one (1) quarter (or one (1) semester) for each event of birth or placement for adoption or foster care. For an HSCP faculty member who is a childbearing appointee, an additional two (2) quarters (or one (1) semester) of active service-modified duties to enable recovery from the effects of pregnancy and childbirth and to prepare for and/or care for the newborn child may be approved in accordance with campus policies. During a period of active service-modified duties, HSCP faculty members will receive pay no less than their approved base monthly salary. Any additional compensation under the HSCP shall be paid in accordance with HSCP School Implementing Procedures.

760-29 Part-Time Appointment and Reduction in Percentage of Time of an Appointment to Accommodate Family Needs

Academic appointees may be eligible for appointment to a part-time position or may be eligible to reduce the percentage of time of their appointment from full-time to part-time for a specified period of time or permanently to accommodate family needs. The Chancellor has authority to approve such appointments. Members of the Health Sciences Compensation Plan who reduce the percentage of time of their appointment remain under the same terms of the Plan during the period

⁴ This paragraph does not apply to Health Sciences Compensation Plan faculty members; see APM - 760-28-c for relevant provisions.

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that their appointment is reduced (see [APM - 670](#)). For provisions regarding part-time appointments in the Professor series, see [APM - 220-10, -16-c, -16-d, -18-b, and Appendix B](#).

760-30 Stopping the Clock for the Care of a Child or Children

- a. An academic appointee may stop the clock during the probationary period to care for any child who is or becomes part of a faculty member's family. To be eligible to stop the clock, an appointee at the Assistant or Potential for Security of Employment level must be responsible for fifty percent (50%) or more of the care of a child. The birth or placement of one (1) or more children at the same time constitutes a single event of birth or placement. An appointee is eligible to stop the clock even if the appointee does not take a formal leave or have a modification of duties. [APM - 133\(3\) and h\(1\)](#).
- b. An academic appointee must provide notice of intent to stop the clock within two (2) years of a birth or placement and before July 1 of the academic year in which a promotion review is to occur. Each notice must include a written statement by the appointee certifying that the appointee is responsible for fifty percent (50%) or more of the care of the child or children.
- c. The clock may not be stopped after July 1 of the academic year in which a promotion review is to occur or in cases where there has been a review that has resulted in a decision not to continue the individual's appointment.
- d. Stopping the clock will not delay the timing of a merit or reappointment review. However, academic appointees may request to defer a formal appraisal or promotion review by one (1) year to correspond with the stopping of the clock in accordance with campus policies.

760-31 Deferral of Personnel Reviews

An academic appointee at the Associate level or above may request deferral of a personnel review to accommodate family needs in accordance with campus policies.

Academic appointees shall not be arbitrarily disadvantaged in their promotion, advancement, or compensation because they have elected to take a childbearing or childrearing leave, to stop the clock, or to defer a personnel review. Personnel reviews that are deferred due to a family accommodation as defined in [APM - 133-17-g-i](#) or [APM - 760](#) should be treated procedurally in the same manner as personnel reviews conducted at the usual intervals. The file shall be evaluated without prejudice as if the work were done in the normal period of service and so stated in the department chair's or unit head's letter.

760-35 General Provisions**a. Notice**

When academic appointees are aware that they will need to take a childbearing or childrearing leave or to participate in a period of active service-modified duties, they

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should provide sufficient advance notice to allow their department or unit to make replacement teaching and other arrangements. At a minimum, thirty (30) days advance notice should be given.

b. Duration

- 1) The aggregate duration of all leaves plus periods of active service- modified duties may not exceed one (1) year for a single event of birth of a child or of placement of a child for adoption or foster care, unless otherwise required by law. The child may be the appointee's child or that of a spouse or domestic partner. The birth or placement of one (1) or more children at the same time constitutes a single event of birth or placement.
- 2) An academic appointee is not eligible for a childbearing leave, a childrearing leave, a family and medical leave, or a period of active service-modified duties beyond the established end date of the appointment. If the appointment is renewed or extended, or if a subsequent appointment is made, the appointee may continue a leave or period of active service- modified duties, provided the maximum time allowed for such leaves or accommodation(s) has not been used.

c. Effect on the Eight-Year Limitation of Service of Assistant Level Appointees

Any childbearing or childrearing leave that is equal to or exceeds one (1) semester or one (1) quarter and that is not greater than one (1) year, whether with or without salary, shall automatically be excluded from service toward the eight-year limit unless the academic appointee informs the department chair or unit head in writing before, during, or within one (1) quarter or semester after the leave that it should not be excluded from service toward the eight-year limit. Exclusion of one (1) or two (2) quarters or one (1) semester will not necessarily delay the timing of a review. (See [APM - 133-17-g\(3\)](#).)

A period of active service-modified duties is not a leave of absence and is included as service toward the eight-year limit.

For determining years toward the eight-year limitation of service, the combined total of periods of leave for family accommodations, other leaves unrelated to academic duties, and time off the clock may not exceed two (2) years.

d. Sabbatical Leave Credit

An academic appointee does not accrue sabbatical leave credit during a childbearing leave with or without pay for one (1) quarter or semester or more, or during a childbearing or parental leave without pay. (See [APM - 740-11-h\(3\) and \(4\)](#)). During a period of active service-modified duties, an appointee accrues credit toward sabbatical leave in accordance with standard accrual provisions. (See [APM - 740-11](#)). In order for an individual to accrue sabbatical leave credit, service must be at half time or more. (See [APM - 740-11-a, -b, and -c](#)).

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e. Reinstatement Following Childbearing or Childrearing Leaves

- 1) An appointee who takes a childbearing leave shall be reinstated to the same position if return to work occurs within four (4) months and immediately following the childbearing leave. If a non-Senate academic appointee would have been laid off or terminated had the appointee been working rather than on leave, reinstatement shall be to a comparable position at the same location. If a comparable position is not available, the appointee shall be afforded the same considerations afforded to other non-Senate academic appointees who are laid off or terminated pursuant to the provisions of [APM - 145](#), Non-Senate Academic Appointees/Layoff and Involuntary Reduction in Time; [APM - 150](#), Non-Senate Academic Appointees/Corrective Action and Dismissal; or applicable Memorandum of Understanding.
- 2) If an appointee takes a childrearing leave, the appointee shall be reinstated to the same or an equivalent position, provided that the appointee returns to work immediately following the childrearing leave. If a non-Senate appointee would have been laid off or terminated had the appointee been working rather than on leave, the appointee shall be afforded the same considerations afforded to other non-Senate academic appointees who are laid off or terminated pursuant to the provisions of [APM - 145](#), Non-Senate Academic Appointees/Layoff and Involuntary Reduction in Time; [APM - 150](#), Non-Senate Academic Appointees/Corrective Action and Dismissal; or applicable Memorandum of Understanding.
- 3) Appointees whose appointments have a definite end date are not entitled to a leave or continuation of appointment beyond the end date of that appointment.

f. Records

Chancellors shall assure that appropriate records are maintained for appointees who utilize a family accommodation as defined in APM - 760. Records relating to a family and medical leave shall be maintained separately from other personnel records.

760-37 Related Policies

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

- a. [APM - 133-17](#), Computation of Years of Service (see [APM - 133-17-g](#), [-h](#), [-i](#), and [-j](#) for provisions on leaves, stopping the clock, and personnel reviews that are deferred due to a family accommodation as defined in APM - 760)
- b. [APM - 210-1](#), Instructions to Review Committees That Advise on Actions Concerning Appointees in the Professor and Corresponding Series (see [APM - 210-1-c\(4\)](#) for provisions on assessment of evidence)
- c. [APM - 220](#), Professor Series (see [APM - 220-10](#), [-16-c](#), [16-d](#), [18-b](#), and [Appendix B](#) for provisions on part-time appointments, reductions in percentage of time of an appointment,

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and personnel reviews that are deferred due to a family accommodation as defined in APM -760)

- d. [APM - 670](#), Health Sciences Compensation Plan
- e. [APM - 671](#), Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants
- f. [APM - 710](#), Leaves of Absence/Sick Leave/Medical Leave
- g. [APM - 715](#), Leaves of Absence/Family and Medical Leave
- h. [APM - 730](#), Leaves of Absence/Vacation

Revision History

July 1, 2021:

- Substantive revisions to clarify intent of language.
- Technical revisions to remove gendered language and to correct minor grammatical errors.
- Language added to address the new Pay for Family Care and Bonding pay option.
- Increased pay for childbearing leave for eligible appointees from six to eight weeks.
- Removed eligibility criteria for age of child for ASMD.

May 1, 2019:

- Technical revisions to comply with law and existing policy, and to revise language for clarity.

August 7, 2018:

- Technical revisions to equalize the active-service modified duties period between semester and quarter campuses.
- Technical revisions to delete charts I-IV pending legal review of policy.

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