

750-0 Policy

Leaves of absence may be granted to members of the University staff 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.

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 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.

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 when considerations of value to the University are involved.

750-16 Restrictions

No leave of absence with full pay for service to governmental agencies will be granted unless colleagues are able and willing without extra compensation to carry on the duties which the recipient of the leave is unable to perform while on leave.

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 - 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

Authority to approve leaves of absence for service to governmental agencies is as follows:

a. For leaves of 30 days or less

The Chancellors and the Vice President—Agriculture and Natural Resources have authority to approve leaves of absence for 30 days or less with full pay or partial pay for service to governmental agencies provided the conditions specified above in APM - 750-10 are met.

b. For leaves of more than 30 days with partial pay

Leaves of absence with partial pay for than 30 days require the approval of the President.

750-94 **Application**

A request for a leave of 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.