

## **Benefits and Privileges: APM - 759 - Leaves of Absence/Other Leaves Without Pay**

### **759-0 Policy**

In addition to the special types of leaves listed in APM - 700 through 752, leaves of absence without pay for other good cause may be granted to academic appointees.<sup>1</sup> Good cause in this section may, in appropriate circumstances, include, but is not limited to, leaves for: service to non-profit/non-governmental organizations, innovation and entrepreneurship activities, a visiting appointment at another institution, professional development, or medical reasons under [APM - 710, Leaves of Absence/Sick Leave/Medical Leave](#), when an appointee's paid leave has been exhausted. When a request for a leave without pay involves service or activities with an entity or organization outside the University, the request may be approved when the purpose for the leave is one that will enhance the academic appointee's contributions to the University after completion of the leave.

Academic appointees on an approved leave of absence without pay under APM - 759 remain University employees and must continue to comply with University policies on conflict of commitment and outside activities. General campus academic appointees are subject to [APM - 025, Conflict of Commitment and Outside Activities of Faculty Members](#). Faculty participating in the Health Sciences Compensation Plan (HSCP) are subject to [APM - 671, Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants](#), and local HSCP School Implementing Procedures which specify whether and under what conditions such leaves are permissible. In addition to complying with University policies on conflict of commitment and outside activities, academic appointees on an approved leave of absence without pay must also comply with all University policies involving University intellectual property, conflict of interest, and the use of University resources. See Appendix A for a list of other relevant University policies.

### **759-12 Leaves of Absence Without Pay for More Than One Year**

Except as may otherwise be required by law, a leave of absence without pay under APM - 759 shall not exceed one year in length and shall generally not extend beyond June 30 of the academic year in which the leave is granted. However, in the interests of the University and/or as may be required by law, such a leave may be renewed in increments of one year or less (but not indefinitely) as outlined in this section. The approval process for such a leave shall take into consideration the impact of the leave on the teaching, research, and service obligations of a department.

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<sup>1</sup> For discussion about leaves provided as a reasonable accommodation for a disability, see [APM - 711, Reasonable Accommodation for Academic Appointees with Disabilities](#). For discussion about possible initiation of a medical separation review if an academic appointee is unable to return to work and/or perform the essential functions of the academic position after an interactive process has been exhausted, see [APM - 080, Medical Separation](#).

**a. Faculty holding tenure or security of employment**

Leaves without pay for more than one year under APM - 759 are normally granted only to faculty holding tenure or security of employment.

**b. Other academic appointees**

In exceptional cases, department chairs may recommend academic appointees other than faculty holding tenure or security of employment for leave without pay for more than one year under APM - 759 when it is certain that the department wishes to retain the appointee's services after completion of the leave, and the purpose of the leave is one that will enhance the appointee's contributions to the University. In such cases, no assurance may be given, either directly or by implication, that the appointee will be retained beyond the period of service normally applicable to the appointee's rank, or that the appointee will be promoted when that period is over. Reappointment at the termination of leave is dependent upon availability of funds.

**759-21 Temporary Coverage of Work During Leave**

If temporary support is necessary to complete work during the period of leave, the person(s) temporarily employed to perform that work shall be notified in writing by the department chair that the appointment is limited to the period for which leave has been granted to the academic appointee. If the person temporarily employed to perform this work is an exclusively represented academic appointee, the department should refer to the terms of the applicable Memorandum of Understanding.

**759-24 Authority**

Chancellors and the Vice President-Agriculture and Natural Resources are authorized to approve all leaves of absence without pay for appointees under their respective jurisdictions, subject to the provisions of APM - 759-0.

**Revision History**

July 1, 2022:

- Substantive revisions to address the 2021 recommendation of the Regents Working Group on Innovation Transfer and Entrepreneurship and to clarify intent of language.
- Technical revisions to correct minor grammatical errors and readability.

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

### **RELATED UNIVERSITY POLICIES**

- Regents Policy 1111: Policy on Statement of Ethical Values and Standards of Ethical Conduct
- Regents Policy 7303: Policy on Service Obligations and Leaves of Absence
- Regents Policy 7707: Senior Management Group Outside Professional Activities
- University of California Patent Policy
- University of California Policy on Accepting Equity When Licensing University Technology
- University of California Policy on Disclosure of Financial Interests and Management of Conflicts of Interest in Private Sponsors of Research
- University of California Policy on Disclosure of Financial Interests and Management of Conflicts of Interest, National Science Foundation Awards
- University of California Policy on Disclosure of Financial Interests and Management of Conflicts of Interest, Public Health Service Research Awards
- Conflict of Interest Code – Disqualification Requirement
- Guidance on Compendium of Conflict of Interest and Integrity Policies
- University of California Policy on the Requirement to Submit Proposals and to Receive Awards for Grants and Contracts through the University
- Health Care Vendor Relations Policy
- University Regulation No. 3, Privileges and Duties of Members of the Faculty – APM - 005
- University Regulation No. 4, Special Services to Individuals and Organizations – APM - 020
- The Faculty Code of Conduct – APM - 015
- University Policy on Faculty Conduct and the Administration of Discipline – APM - 016
- Guidelines for Disclosure and Review of Principal Investigator’s Financial Interest in Private Sponsors of Research – APM - 028

BENEFITS AND PRIVILEGES

Leaves of Absence/Other Leaves Without Pay

APM - 759  
APPENDIX A

- Deans – APM - 240
- Faculty Administrators (Positions Less Than 100%) – APM - 241
- Faculty Administrators (100% Time) – APM - 246
- Health Sciences Compensation Plan – APM - 670
- Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants – APM - 671
- Veterinary Medicine Salary Administration – APM - 675