



# PPSM-2.210: Absence from Work

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| <b>Responsible Officer:</b> | VP – Systemwide Human Resources  |
| <b>Responsible Office:</b>  | SHR – Systemwide Human Resources   |
| <b>Issuance Date:</b>       | 12/23/2024   |
| <b>Effective Date:</b>      | 1/1/2025   |
| <b>Scope:</b>               | Positions in the Professional & Support Staff, Managers & Senior Professionals, and Senior Management Group members personnel programs |

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| <b>Campus Policy Contact:</b>          | Campus HR Policy Coordinator                     |
| <b>Campus Contact Information:</b>     | <a href="#">Campus HR Policy Contact Website</a> |
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## **I. POLICY SUMMARY**

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This policy provides direction for the accrual, use and recording of all paid and unpaid leave available to eligible Professional and Support Staff (PSS), Managers and Senior Professionals (MSP), and Senior Management Group (SMG) members.

The University understands and appreciates that employees require time away from work for a variety of reasons. To that end, the University provides a full array of time off policies to help eligible employees integrate work and personal obligations.

This policy explains the types of time off benefits available to assist employees in managing events requiring time away from work. It also explains what responsibilities employees have with respect to certain leaves of absence.

If applicable state or federal law requires the University to offer any leave in a manner that would be more generous to employees than is currently provided in this policy, the University will comply with the law.

### Quick Reference Guide

| If you need time away from work because...  | You may be eligible for leave as described in the following section(s):   |
|---|---|
| You want to take time off for rest, relaxation, renewal, or other personal reasons.   | <a href="#">Vacation</a> (or Paid Time Off (PTO), if applicable)  |
| You are ill or need to take time off for the diagnosis, care, or treatment of an existing health condition or for preventive care   | <a href="#">Sick Leave</a> (or PTO, if applicable), <a href="#">Family and Medical Leave (FML)</a> , <a href="#">Vacation Leave</a>   |
| You become disabled   | <a href="#">Sick Leave</a> (or PTO, if applicable), <a href="#">FML</a> , <a href="#">Vacation Leave</a>  |
| You have a work-related injury or illness   | <a href="#">Sick Leave</a> (or PTO, if applicable), <a href="#">FML</a> , <a href="#">Vacation Leave</a>  |
| You are pregnant  | <a href="#">Pregnancy Disability Leave (PDL)</a> , <a href="#">Sick Leave</a> (or PTO, if applicable), and <a href="#">FML</a>  |
| You have had a baby, adopted a child, or become a foster parent   | <a href="#">PDL</a> , <a href="#">FML</a> , <a href="#">Parental Bonding Leave</a>  |
| You have to appear at school in connection with your child’s suspension   | <a href="#">School Suspension Leave</a>   |
| You need to find a school or licensed child care provider for your child; enroll or reenroll your child in a school or with a licensed child care provider; participate in activities of the school or licensed child care provider; or address a child care provider or school emergency | <a href="#">School Activities Leave</a>   |
| A family member or a member from your household is ill or you need to take time off for the diagnosis, care, or treatment of a family member’s existing health condition or for a family member’s preventive care. (“Family member” includes a designated person.)                        | <a href="#">Sick Leave</a> (or PTO, if applicable), <a href="#">FML</a>   |
| You or a family member are a victim of a “qualifying act of violence” as defined in Section II  | <a href="#">Victim Leave</a> , <a href="#">Leave to Attend Judicial Proceedings for Victims of Serious or Violent Felonies</a> , <a href="#">Sick Leave</a> (or PTO, if applicable) |
| You are donating blood, platelets, bone marrow, or an organ   | <a href="#">Administrative Leave</a> , <a href="#">FML</a>  |

| If you need time away from work because...  | You may be eligible for leave as described in the following section(s):        |
|---|--|
| You are serving in a branch of the military or other uniformed service of the United States   | <a href="#">Military Leave</a>   |
| Your spouse or domestic partner is on leave from deployment during a period of military conflict  | <a href="#">Military Spouse/Domestic Partner Leave</a>                         |
| You need to attend to a qualifying exigency for a spouse, domestic partner, child, parent, or parent-in-law who is a military member on covered active duty or call to active duty status (or has been notified of an impending call or order to covered active duty)   | <a href="#">FML – Qualifying Exigency Leave</a>                                |
| Your spouse, domestic partner, child, parent, or next of kin who is a covered servicemember is undergoing medical treatment, recuperation or therapy for a serious injury or illness  | <a href="#">FML – Military Caregiver Leave</a>                                 |
| You are serving as a volunteer firefighter, reserve peace officer, or emergency rescue personnel, or responding to an emergency operational mission as a volunteer member of the California Wing of the Civil Air Patrol  | <a href="#">Voluntary Civic Service Leave</a>                                  |
| You are going to vote in a general election or primary, or are serving as an election official  | <a href="#">Voting Leave</a> , <a href="#">Service as an Election Official</a> |
| You are summoned to jury duty   | <a href="#">Jury Duty Leave</a>  |
| You are a witness in an administrative or judicial proceeding   | <a href="#">Witness Duty Leave</a>   |
| You are attending a University function   | <a href="#">Leave for University Functions</a>                                 |
| Your UC location is closed due to an emergency or curtailment of operations   | <a href="#">Curtailment Leave</a>  |
| You have exhausted all pay options except PFCB and need leave to address circumstances such as catastrophic injury or illness; caring for a catastrophically ill or injured family member or household member; the death of a family or household member; or a catastrophic casualty loss suffered by an employee due to, for example, a terrorist attack, fire, or natural disaster. | <a href="#">Catastrophic Leave Donation Program</a>                            |

| If you need time away from work because...  | You may be eligible for leave as described in the following section(s):             |
|---|---|
| You need to take time off due to reproductive loss (failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction) | <a href="#">Reproductive Loss Leave</a> , <a href="#">PDL</a> , <a href="#">FML</a> |
| You need to take time off due to the death of a family member or another person close to you  | <a href="#">Bereavement Leave</a>   |
| You want to donate a portion of your accrued vacation leave to another University employee  | <a href="#">Catastrophic Leave Donation Program</a>                                 |
| You want to participate in an adult literacy program  | <a href="#">Literacy Leave</a>  |
| You want to participate in an alcohol or drug rehabilitation program  | <a href="#">Rehabilitation Leave</a> , <a href="#">FML</a>                          |

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## II. DEFINITIONS

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Detailed information about common terms used within Personnel Policies for Staff Members (PPSM) can be found in [PPSM-2 \(Definition of Terms\)](#).

Detailed information about types of appointments used within PPSM can be found in [PPSM-3 \(Types of Appointment\)](#).

**California Family Rights Act (CFRA):** The sections of the California Fair Employment and Housing Act that contain family care and medical leave provisions for California employees.

**Covered active duty or call to covered active duty status:** For purposes of FML – Qualifying Exigency Leave, “covered active duty or call to covered active duty status” is defined as (1) in the case of a member of the regular Armed Forces, duty during the deployment to a foreign country or (2) in the case of a member of the Armed Forces Reserve, duty during the deployment to a foreign country under a Federal call or order to active duty in support of a contingency operation, during a war, or during a national emergency declared by the President or Congress so long as it is in support of a contingency operation.

**Covered servicemember:** For purposes of FML – Military Caregiver Leave, a “covered servicemember” is a current member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list; or a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

**Covered veteran:** For purposes of FML – Military Caregiver Leave, a “covered veteran” is an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other

than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FML to care for the covered veteran.

**Curtailement leave:** A period of unpaid leave instituted by a Chancellor in connection with a decision to suspend certain operations for defined periods of time, including but not limited to periods of time for energy/cost savings; transitional, seasonal, or holiday periods in the academic calendar; or the occurrence of emergency situations that adversely affect normal University operations.

**Designated person for purposes of FML:** Any individual related by blood or whose association with the employee is the equivalent of a family relationship. The employee may identify the designated person at the time the employee requests the leave, and employees are limited to one designated person per calendar year for FML purposes.

**Designated person for purposes of sick leave and Victim Leave:** A person identified by the employee at the time the employee requests the leave. Employees are limited to one designated person per calendar year for each purpose.

**Family and Medical Leaves (FML):** Leaves that the University offers employees for specified family and medical reasons, consistent with the federal Family and Medical Leave Act (FMLA), CFRA, and/or California's Pregnancy Disability Leave Law (PDLL).

**Family and Medical Leave Act (FMLA):** A federal law that allows an employee to take unpaid leave (1) due to the employee's serious health condition (including disability resulting from pregnancy, childbirth or related medical condition), (2) to care for certain family members if they have a serious health condition, (3) to bond with their new child after the child's birth or placement with the employee for adoption or foster care, (4) for Military Caregiver Leave, or (5) for Qualifying Exigency Leave.

**Family members:** Except for purposes of FML, an employee's spouse, domestic partner, children regardless of age or dependency status (including children of the employee's domestic partner), parents, siblings, grandparents, and grandchildren. Step-relatives, in-laws, and relatives by adoption are included on the same basis as the above-listed blood relatives. "Parent" also includes a foster parent or legal guardian of an employee or the employee's spouse or domestic partner or a person who stood in place of a parent (in loco parentis) when the employee was a minor child. Likewise, "child" also includes a foster child, legal ward, or a child to whom the employee stands in place of a parent (in loco parentis). For sick leave and Victim Leave purposes, "family members" also include designated persons.

**Family members for purposes of FML:** An employee's spouse, domestic partner, designated person, children regardless of age or dependency status (including children of the employee's domestic partner), parents, parents-in-law, grandparents, grandchildren, and siblings. (Section III.D explains which statutory entitlement(s) would apply depending on the family member for whom an employee is taking FML and the type of leave being taken.) Step-relatives and relatives by virtue of adoption, foster care, and legal ward/legal guardian relationships are included on the same basis as the above-listed blood relatives. "In loco parentis" relationships also qualify, which means that (a) "parent" includes a person who had day-to-day responsibilities to care for the employee or financially supported the employee when the employee was a child, and (b) "child" includes a person for whom the employee has day-to-day responsibilities to

care for the child or financially supports the child. In-laws other than parents-in-law are not included unless the employee identifies the in-law as a designated person.

**Next of kin:** For purposes of FML – Military Caregiver Leave, “next of kin” is either (a) the nearest blood relative of the covered servicemember (other than the covered servicemember’s spouse, domestic partner, parent, child) or (b) the person who the covered servicemember has designated in writing as their nearest blood relative for purposes of Military Caregiver Leave.

**Outpatient status:** For purposes of FML – Military Caregiver Leave, “outpatient status” is the status of a servicemember assigned to a military medical treatment facility as an outpatient, or assigned to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

**Parent of a covered servicemember:** For purposes of FML – Military Caregiver Leave, a “parent of a covered servicemember” is a covered servicemember’s biological, adopted, step or foster parent or any other individual who stood in loco parentis to the covered servicemember when the covered servicemember was a child. The definition does not include parents-in-law.

**Period of military conflict:** For purposes of Military Spouse/Domestic Partner Leave, a “period of military conflict” is a period of war declared by the United States Congress, or a period of deployment for which a member of a reserve component is ordered to active duty as defined in Military & Veterans Code Section 395.10.

**Quadriweekly cycle:** A payroll term denoting two biweekly pay periods, used by the University to be considered as a unit for the purpose of leave accrual.

**Qualified member:** For purposes of Military Spouse/Domestic Partner Leave, a “qualified member” is a person who is (1) a member of the Armed Forces of the United States who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States, (2) a member of the National Guard who has been deployed during a period of military conflict, or (3) a member of the Reserves who has been deployed during a period of military conflict.

**Qualifying act of violence:** For purposes of sick leave and Victim Leave, a “qualifying act of violence” means any of the following, regardless of whether anyone is arrested for, prosecuted for, or convicted of committing any crime: domestic violence; sexual assault; stalking; or an act, conduct, or pattern of conduct that includes (i) bodily injury or death to another; (ii) brandishing, exhibiting, or drawing a firearm or other dangerous weapon; or (iii) a perceived or actual threat to use force against another to cause physical injury or death.

**Senior Management Group members:** Individuals whose career appointment is in the Senior Management Group personnel program. Employees with a dual academic appointment at 0% and an appointment to a Senior Management Group position will be considered to possess a career appointment in the Senior Management Group.

**Serious injury or illness of a covered servicemember:** For purposes of FML – Military Caregiver Leave, a serious injury or illness of a covered servicemember is (a) for a current member of the Armed Forces (including a member of the National Guard or



Reserves), an injury or illness that was incurred or aggravated by the covered servicemember in the line of duty on active duty in the Armed Forces that may render the servicemember medically unfit to perform the duties of their office, grade, rank, or rating; and (b) for a veteran of the Armed Forces, an injury or illness that was incurred or aggravated in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran.

**Single 12-month leave period:** For purposes of FML – Military Caregiver Leave, a “single 12-month leave period” means the period beginning on the first day the employee takes leave to care for the covered servicemember and ending 12 months after that date.

**Child of a covered servicemember:** For purposes of FML – Military Caregiver Leave, a child of a covered servicemember is of any age and is a biological, adopted, or foster child, stepchild, or legal ward of a covered servicemember or someone for whom the covered servicemember stood in loco parentis when that person was a child.

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### III. POLICY TEXT

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#### A. General Leave Provisions

The University’s policy is to administer requests by employees for time off from work fairly and to treat similarly situated employees consistently. Eligibility and leave entitlements vary under the FMLA, CFRA, and other legislated leave provisions. In determining whether time off or a leave request should be granted and whether paid leave is appropriate, supervisors should, at a minimum, consider the reason for the request, any applicable policy provisions, and, if appropriate, the impact the absence will have on University operations. Employees are responsible for informing their supervisors in advance of the need to take time off if foreseeable, or as soon as possible under the circumstances, depending on the nature of the leave.

Each UC location, upon approval from the Vice President–Systemwide Human Resources, may adopt and implement a Paid Time Off (PTO) program as an alternative to providing traditional vacation and sick leave for non-SMG employees. PTO programs must meet the minimum sick leave requirements described in Section III.C (Sick Leave).

##### 1. Substitution of Paid Leave

Unless expressly prohibited under the specific applicable leave(s) policy, employees may elect to substitute accrued vacation, sick leave, PTO (if applicable), and/or compensatory time off (CTO) for leave without pay. CTO may not be substituted for FML unless expressly allowed under the specific FML policy. In certain circumstances (specified in the applicable policy provision), employees may be required to exhaust paid leave before taking unpaid leave. The substitution of paid leave for unpaid leave does not extend the total duration of the leave to which an employee is entitled.

For example, using five days of accrued sick leave during a FML absence does not extend the duration of the leave beyond the maximum entitlement by another five days.

## **2. Advance Notice Required**

For leaves other than FML and sick leave, an employee must inform their supervisor as far in advance as possible of the need to take time off from work for any reason, including the expected length of the leave. If the need to take leave is unforeseen an employee must inform their supervisor as soon as practicable. The employee may be required to provide evidence of the treatment, circumstance, or event that is the basis for the absence from work, consistent with the provisions applicable to the particular type of leave being taken.

Employees must comply with local campus procedures concerning notice requirements.

For Family and Medical Leaves, see Section III.D.1.a.

For sick leave, see Section III.C.5.

## **3. Evidence Supporting the Need for Leave**

An employee requesting leave, whether paid or unpaid, should be prepared to provide written documentation supporting the need for leave (e.g., jury summons, subpoena) consistent with the applicable leave provision. Leaves for medical reasons may require written confirmation from a health care provider.

Employees must comply with local campus procedures concerning supporting documentation, including medical certification requirements.

## **4. Recertification and Periodic Reports**

The University may require an employee who is on a leave of absence due to their own or a family member's medical condition to provide recertification of that condition. The University also may request periodic reports during an employee's leave regarding their status and intent to return to work.

## **5. Return to Work**

An employee is expected to return to work no later than the next regularly scheduled workday after the expiration of an approved leave. If an extension is desired, the employee should request this orally or in writing from their supervisor in advance of the expected date of return.

An employee who unexpectedly cannot return to work on the next regularly scheduled workday following the expiration of the approved leave of absence must notify their supervisor as soon as practicable, but preferably no later than an hour before the employee's scheduled start time to explain the reason for the absence.

Failure to return to work after an approved leave of absence without supervisory approval for the extension of leave is considered an unauthorized absence. An employee who is returning from a leave for their own medical condition may be required to provide written verification of their ability to return to work, consistent with the applicable leave provision. Such verification must include any applicable work restrictions (and their expected duration), as identified by the employee's health care provider.

Leaves of absence, whether paid or unpaid, may not extend beyond a predetermined separation date.

## 6. Benefits Coverage During Leave

Generally, an employee granted a leave with pay will receive all benefits related to employment that are granted when an employee is on pay status. Special limitations or requirements that apply to certain types of leaves are addressed in the provisions specific to those leaves.

An employee on FML will continue to have coverage under the University's health plans (medical, dental, and vision) as if on pay status as follows:

- a. When the employee is taking FML that runs concurrently under the FMLA and the CFRA: Continued coverage for up to 12 workweeks in a calendar year.
- b. When the employee is on a Military Caregiver Leave under the FMLA: Continued coverage for up to 26 workweeks in a single 12-month period. For purposes of Military Caregiver Leave, the single 12-month period is the period beginning on the first day the employee takes the leave and ending 12 months after that date.
- c. When the employee is on a Qualifying Exigency Leave under the FMLA and/or CFRA: Continued coverage for up to 12 workweeks in a calendar year.
- d. When the employee is on a PDL under the California Pregnancy Leave Law, regardless of whether any of the leave runs concurrently with the FMLA: Continued coverage for up to four months in a 12-month period. If any of the PDL runs concurrently under the FMLA, the continued coverage provided for that portion of the leave will count towards the employee's FMLA entitlement for up to 12 workweeks of such coverage in a calendar year.
- e. When the employee is taking FML under the CFRA that does not run concurrently under the FMLA (e.g., Parental Bonding Leave taken after the employee has exhausted their entitlement under the FMLA; CFRA leave taken to care for a family member, such as a sibling, who is not a qualifying family member under the FMLA): Continued coverage for up to 12 workweeks in a calendar year.
- f. When the employee is taking FML under the FMLA that does not run concurrently under the CFRA (e.g., when the employee has exhausted their entitlement under the CFRA): Continued coverage for up to 12 workweeks in a calendar year.

An employee on any other approved unpaid leave will receive health plan and retirement plan coverage in accordance with the group insurance and retirement system regulations.

For details regarding benefits provided during leaves of absence, refer to [Family and Medical Leave Fact Sheet](http://ucnet.universityofcalifornia.edu/forms/pdf/family-medical-leave.pdf) (<http://ucnet.universityofcalifornia.edu/forms/pdf/family-medical-leave.pdf>). Additional information may be obtained by contacting the [local Benefits office](#).

To continue health coverage during an approved leave of absence, an employee must continue to make any contributions that they made before taking leave. For any paid portion of the leave, employee contributions will continue to be deducted from the employee's paycheck. Failure of the employee to pay their share of the health insurance premium may result in loss of coverage. If the employee fails to return to work other than for reasons beyond their control (such as being physically unable to return to work), the University may elect to recover from the employee the portion of premiums it paid on the employee's behalf.

## **7. Recording Leave Balances and Use of Paid and Unpaid Leave**

The University will maintain a complete and accurate record of all leave balances provided to and used by eligible employees, including the employees' current available leave balance and accrual rate, if applicable.

*Non-Exempt Employees.* The University will record leave used by non-exempt employees to the nearest quarter hour.

*Exempt Employees.* The University will record leave used by exempt employees in full-day increments, depending on the length of the leave. Exempt employees on less than full-time status will have leave recorded in increments equal to that portion of a day they normally are scheduled to work. The foregoing does not apply when an employee is taking FML on an intermittent or reduced schedule basis (See Sections III.D.3.a, III.D.4.a, III.D.5.b, III.D.6.a, III.D.7.b, and III.D.8.b).

*Example #1:* An exempt employee works a five-day, 40-hour workweek. Eight hours will be deducted from the employee's sick leave balance for each day of sick leave taken. To calculate: 40 hours per week ÷ 5 days per week = 8 hours per sick leave day.

*Example #2:* An exempt employee works a four-day, 20-hour workweek (five hours per day for four days on a regular schedule each week). Five hours will be deducted from the employee's vacation accrual balance for each day of vacation taken. To calculate: 20 hours per week ÷ 4 days per week = 5 hours per vacation day.

## **8. Misuse of Leave**

An employee misrepresenting the reason for requesting time off, or in applying for a leave of absence, may be subject to disciplinary action, up to and including termination from employment.

An employee on an unpaid leave of absence may not utilize vacation leave or sick leave on an intermittent basis for purposes of eligibility for holiday pay and employer-paid contributions towards benefits.

## **B. Vacation Leave**

The University provides vacation leave to eligible employees for personal use, such as rest, relaxation, and renewal. Consistent with this objective, the University encourages employees to use their accrued vacation leave each year.

For SMG members holding concurrent academic appointments, their vacation leave eligibility and accruals in the SMG title are determined by this policy rather than by [Academic Personnel Manual Section 730, Leaves of Absence/Vacation \(APM – 730\)](#).

### 1. Eligibility for Vacation Leave

The University provides vacation leave to employees who:

- Hold career, limited and floater appointments, and
- Are appointed at 50 percent or more of full-time status for six or more months.

An employee in such an appointment begins to accrue vacation leave at the start of their appointment.

An eligible employee whose appointment is reduced below 50 percent will no longer accrue vacation leave. An employee who previously was ineligible to accrue vacation leave because of a part-time or short-term appointment will become eligible to accrue vacation on the first day following six consecutive months or quadriweekly cycles on pay status at 50 percent or more time.

### 2. Accrual of Vacation Leave

An employee accrues vacation leave based on type of appointment, years of qualifying service, and hours on pay status. Eligible employees appointed at less than full-time status accrue vacation leave on a pro-rata basis. On-call and overtime hours are not included for purposes of computing the amount of vacation leave accrued.

If an employee is appointed at 50 percent or more of full-time status for six or more months but actual time worked is less than 50 percent, the employee will accrue vacation in proportion to the time worked.

#### a. Accrual rates for PSS employees, based on full-time status

| Years of Qualifying Service | Approximate Vacation Days Accrued Per Month | Vacation Accrual Factor (Per Hour on Pay Status) | Maximum Vacation Hours |
|-----------------------------|---|--|------------------------|
| Less than 10                | 1.25  | .057692  | 240                    |
| 10 but less than 15         | 1.50  | .069231  | 288                    |
| 15 but less than 20         | 1.75  | .080769  | 336                    |
| 20 or more                  | 2.00  | .092308  | 384                    |

**b. Accrual rates for MSP and SMG employees, based on full-time status:**

| <b>Years of Qualifying Service</b> | <b>Approximate Vacation Days Accrued Per Month</b> | <b>Vacation Accrual Factor (Per Hour on Pay Status)</b> | <b>Maximum Vacation Hours</b> |
|------------------------------------|--|---|-------------------------------|
| <b>Less than 5</b>                 | 1.50   | .069231   | 288                           |
| <b>5 but less than 10</b>          | 1.75   | .080769   | 336                           |
| <b>10 or more</b>                  | 2.00   | .092308   | 384                           |

A month on pay status at one-half time or more is counted as a month of qualifying service, and a quadriweekly cycle on pay status at one-half time or more is counted as a quadriweekly cycle of qualifying service. Service need not be continuous to be counted.

Qualifying Service for purposes of calculating vacation accrual includes: service in a staff or academic appointment at the University; service for the State of California (including UC Law San Francisco), the UC-Managed Department of Energy Laboratories, and the California State University; and time spent on military leave from the foregoing institutions.

**3. Maximum Vacation Leave Accrual Limit**

Vacation leave may be accrued up to a maximum of two times an employee’s annual accrual whether an employee holds a full-time or part-time appointment. For example, an employee who has 20 or more years of qualifying service and accrues 24 vacation days on an annual basis may accrue up to a maximum of 48 days of vacation leave (384 hours).

Once an employee reaches the maximum accrual, no additional vacation leave may be accrued until the employee’s vacation leave balance falls below the maximum.

However, if an employee cannot schedule vacation within 60 working days of reaching the maximum accrual limit due to operational considerations, the University will provide the employee an additional four months within which to take vacation leave in order to bring the employee’s accrual below the maximum. The employee continues to accrue vacation leave during these additional four months.

**4. When Vacation Leave is Credited**

Accrued vacation leave is credited and available for use on the next working day following each month or quadriweekly pay cycle, except that eligible separating employees earn proportional vacation leave through their last day on pay status.

## **5. Vacation Leave Accrual During Leaves of Absence**

An employee continues to accrue vacation leave while on a University-paid leave of absence. However, employees do not accrue vacation leave during any unpaid leave of absence, except for the first three days of an unpaid curtailment leave.

An employee on leave without pay and receiving temporary disability payments under the California Workers' Compensation Act accrues vacation leave on the same basis as if actually working, but accrued leave is credited to the employee only upon return to work.

## **6. Use of Accrued Vacation Leave**

An employee may not use vacation leave before it is accrued, except as authorized by the Chancellor during a curtailment leave.

Employees will coordinate their vacation leave in advance with their department or administrative unit to ensure that their absence does not conflict with the needs of the department or administrative unit. Vacation leave must be approved by the employee's immediate supervisor.

Although the primary purpose of vacation leave is rest and relaxation, employees may use accrued vacation for personal or family illness or injury, or for other personal reasons.

An employee on an unpaid leave of absence may not use vacation leave on an intermittent basis for purposes of eligibility for holiday pay and/or employer-paid contributions towards benefits. (However, if the employee is taking FML on an intermittent or reduced schedule basis, see the applicable sections in III.D.3.a, III.D.4.a, III.D.5.b, III.D.6.a, III.D.7.b, and III.D.8.b.) Employees separating from University employment may not use vacation leave after their last day of work except when they are retiring. Retiring employees may schedule vacation leave between their last day of work and the effective date of retirement.

## **7. Vacation Leave Pay**

Pay during a vacation leave is at the employee's rate of pay in effect at the time the leave is taken, not the rate of pay in effect when the vacation leave was accrued.

An employee will be paid for any unused vacation leave accrued through their last day on pay status upon:

- Separation of employment from the University (resignation, termination, retirement, indefinite layoff or medical separation)
- Transfer, promotion, or demotion to a University position that does not accrue vacation leave
- An unpaid extended military leave, as determined by the Chancellor

Payment for unused vacation leave upon separation will be at the employee's rate of pay in effect as of the employee's last day on pay status. Payment of accrued vacation leave upon transfer, promotion or demotion to a position that

does not accrue vacation leave will be based at the employee's rate of pay in effect at the time of the transfer, promotion, or demotion.

## **8. Availability of Accrued Vacation Leave Upon Change in Position**

Except as provided in the preceding section on Vacation Leave Pay, any unused accrued vacation leave will remain available when an employee changes positions within the University. The rate of pay for such vacation leave will be at the employee's rate of pay in effect at the time the leave is taken.

## **9. Recording Vacation Leave Accrual and Use**

Each department or administrative unit is responsible for maintaining a complete and accurate record of all vacation leave accrued and used by eligible employees, including employees' current available vacation leave balances and accrual rates.

*Non-Exempt Employees.* The University will record vacation leave used by non-exempt employees to the nearest quarter hour.

*Exempt Employees.* The University will record vacation leave used by exempt employees in full day increments, or in increments not less than that portion of the day during which an employee on less than full-time pay status is normally scheduled to work. The foregoing does not apply when an employee is taking FML on an intermittent or reduced schedule basis. See Sections III.D.3.a, III.D.4.a, III.D.5.b, III.D.6.a, III.D.7.b, and III.D.8.b. If an exempt employee has exhausted all accrued vacation leave, absences of less than one full day will not be deducted from the employee's salary.

## **10. Catastrophic Leave Donation Program**

In accordance with [Delegation of Authority 2085](#) and local procedures, an employee may voluntarily donate a portion of their accrued vacation leave to be used by other University employees (who have exhausted all of their own pay options except PFCB) to address circumstances such as: a catastrophic injury or illness of an employee; caring for a catastrophically ill or injured family member or household member; the death of a family or household member; or a catastrophic casualty loss suffered by an employee due to, for example, a terrorist attack, fire, or natural disaster.

## **C. Sick Leave**

### **1. General**

The University provides paid sick leave to continue the salary of eligible employees who are absent from work due to illness or injury; diagnosis, care, or treatment of an existing physical or mental health condition of the employee or the employee's family member; preventive care for the employee or the employee's family member; medical appointments; parental bonding; or while on Reproductive Loss Leave; Bereavement Leave; Victim Leave; or specified Administrative and Other Leaves as outlined within this policy.

Sick leave may be requested orally or in writing.

### **2. Eligibility for Sick Leave**



Employees in all PPSM-covered appointment types are eligible for sick leave as described in this section except for rehired retirees who return to University employment in a position that is not eligible for the University of California Retirement Plan (UCRP). “Rehired retirees” include any employee who is rehired after electing retirement from UCRP (monthly or lump sum cashout) or electing retiree health benefits as a Savings Choice participant. Certain University locations have adopted and implemented PTO programs as an alternative to the University’s vacation and sick leave policies. Employees at these locations may refer to the local PTO program and guidelines. PTO programs must meet the minimum sick leave requirements described in this Section III.C.

If a staff employee also holds an academic title, the employee may be eligible for sick leave in their academic title, as provided by [Academic Personnel Manual Section 710, Leaves of Absence/Paid Sick Leave/Paid Medical Leave \(APM – 710\)](#) or the applicable collective bargaining agreement. For SMG members who also hold academic appointments, their sick leave eligibility in the SMG title is determined by this policy rather than by [APM – 710](#).

### **3. Sick Leave for Eligible Employees with Per Diem Appointments**

Eligible employees with Per Diem appointments receive eight hours of sick leave per calendar year and do not accrue sick leave. This sick leave will be credited and available for use on the next working day following the employee’s first monthly or quadriweekly pay cycle. A new allotment of eight hours of sick leave is subsequently provided each January 1 thereafter. Eligible employees with Per Diem appointments will carry over any unused sick leave from one year to the next except that the maximum amount of sick days that an eligible employee with a Per Diem appointment can have at any time is 16 hours. Eligible employees with Per Diem appointments may use up to a maximum of 16 hours of sick leave in a calendar year.

### **4. Sick Leave for All Other Eligible Employees**

#### **a. Accrual Calculation**

An eligible employee accrues sick leave based on hours on pay status. Sick leave is accrued at a factor of 0.046154 per hour (approximately eight hours of sick leave per month for an employee on full-time pay status). Eligible employees begin to accrue sick leave at the start of their appointments.

#### **b. When Sick Leave is Credited**

Accrued sick leave is credited and available for use on the next working day following each month or quadriweekly pay cycle in which it is earned, except that eligible separating employees earn proportionate sick leave credit through their last day on pay status.

#### **c. Sick Leave Accrual During Leaves of Absence**

An eligible full-time career employee on an approved leave without pay accrues full sick leave credits for the month or quadriweekly cycle if the employee is on pay status at least one-half the working hours of the month or quadriweekly cycle.

An eligible employee on leave without pay and receiving temporary disability payments under the California Workers’ Compensation Act accrues sick leave on the same basis as if actually working, but accrued sick leave is credited to the employee only upon return to work.

Eligible employees also accrue sick leave credits for the first three days of a curtailment leave.

**d. Maximum Sick Leave Accrual Limit**

There is no maximum limit on the amount of sick leave that can be accrued.

**5. Use of Sick Leave**

Subject to certain limitations, an eligible employee may use sick leave as follows:

| <b>If you need time away from work...</b>   | <b>You may be eligible to use the following amount of available sick leave:</b>                    |
|---|--|
| For your own illness; injury; diagnosis, care, or treatment of an existing health condition; preventive care; or medical appointments   | All available sick leave   |
| As FML for your own serious health condition  | Up to 12 workweeks in a calendar year  |
| As FML to care for a spouse, domestic partner, designated person, child, parent, parent-in-law, grandparent, grandchild, or sibling with a serious health condition   | Up to a total of 12 workweeks in a calendar year   |
| For Pregnancy Disability Leave  | Up to four months per pregnancy  |
| As FML to bond with your child after the child’s birth or placement for adoption or foster care, and to attend to matters related to the birth, adoption, or placement of the child   | Up to 30 days per Parental Bonding Leave in a calendar year  |
| When required to attend to or care for ill family members not designated as FML; for the diagnosis, care, or treatment of a family member’s existing health condition not designated as FML; for a family member’s preventive care; or to attend to or provide care for other persons residing in your household who are ill. (“Family member” includes a designated person.) | Up to 30 days in a calendar year. The Chancellor may authorize exceptions beyond the 30 day limit. |
| To provide care for a family member who is a covered servicemember undergoing medical treatment, recuperation or therapy as FML (Military Caregiver Leave)  | Up to 12 workweeks in a calendar year  |

| If you need time away from work...  | You may be eligible to use the following amount of available sick leave:   |
|---|--|
| As Supplemental FML   | <p>If preceding FML was due to your own serious health condition, up to 12 additional workweeks in a calendar year</p> <p>If preceding FML was to care for a family member with a serious health condition, parental bonding, or Military Caregiver Leave, up to 30 days in a calendar year (only to the extent that the 30-day allotment was not used during the preceding FML)</p> |
| For a work-related injury or illness  | The difference between workers' compensation payment received and the employee's salary  |
| To donate bone marrow or an organ   | <p>Up to five days for bone marrow donation and 30 days for organ donation in a calendar year</p> <p>Note: If leave for this purpose qualifies as FML for a serious health condition, refer to that entry above.</p>   |
| Because you or a family member are a victim of a qualifying act of violence   | All available sick leave   |
| Because you or a family member are a victim of a serious or violent felony  | All available sick leave   |
| As Reproductive Loss Leave (failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction) | Up to a total of 20 days within a calendar year (up to five days for each reproductive loss)   |
| For Bereavement Leave   | <p>Up to a total of 10 days per occurrence for the death of a family member or person residing in your household</p> <p>Up to a total of five days in a calendar year for the death of an individual who is not a family member or a person residing in your household</p>   |
| To participate in an alcohol or drug rehabilitation program   | All available sick leave   |
| To appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding                         | All available sick leave   |

An employee may **not** use sick leave:

- Before it is accrued or otherwise available
- After a predetermined date of separation, retirement, or indefinite layoff

- In excess of their scheduled hours of work (e.g., an employee who is scheduled to work six hours a day would not take eight hours of sick leave a day)
- During a temporary layoff or furlough
- On an intermittent basis for purposes of eligibility for holiday pay and employer-paid contributions towards benefits. (However, if the employee is taking FML on an intermittent or reduced schedule basis, see the applicable section in Sections III.D.3.a, III.D.4.a, III.D.5.b, III.D.6.a, III.D.7.b, and III.D.8.b.)

Before using sick leave, an eligible employee may be required to:

- Provide reasonable advance notice if the need for sick leave is foreseeable (e.g., a planned medical treatment) or provide notice as soon as practicable if the need for sick leave is unforeseeable;
- Indicate when providing notice whether the employee is designating the sick leave as protected; and
- Submit documentation supporting the need for sick leave when appropriate

An eligible employee who becomes ill while on vacation will be permitted to use sick leave but may be required to provide satisfactory verification of the employee's illness or injury.

Eligible employees who accrue sick leave may only use that accrued sick leave in a position that accrues sick leave. Eligible employees who receive sick leave in a Per Diem appointment may only use that sick leave in a Per Diem appointment.

## **6. Designating Sick Leave as Protected**

An eligible employee may choose to designate available sick leave as protected sick leave as described below. Eligible employees may designate sick leave as protected when used for:

- the diagnosis, care, or treatment of an existing physical or mental health condition of an employee or an employee's family member;
- preventive care for an employee or an employee's family member; or
- those reasons specified in Section III.G.3 for an employee who is a victim of a qualifying act of violence or who has a family member who is a victim of a qualifying act of violence.

The definition of "Family members" in Section II (Definitions) provides additional information about these relationships.

An eligible employee with a Per Diem appointment may designate up to 16 hours per calendar year of available sick leave as protected sick leave if the employee uses the sick leave in connection with that appointment for any of the purposes specified in this Section III.C.5 and complies with applicable notice requirements.

An employee with any other eligible appointment may designate up to six days per calendar year of available sick leave as protected sick leave if the employee uses the sick leave for any of the purposes specified in this Section III.C.5 and complies with applicable notice requirements.

Sick leave designated as protected includes and runs concurrently with kin care, which is not a separate leave entitlement.

The University prohibits any form of discrimination or retaliation against an employee for using or attempting to use sick leave designated as protected; for making a complaint or alleging a violation of the protected sick leave provisions in this policy; for cooperating in an investigation regarding the same; or for opposing any policy, practice, or act that is prohibited by the protected sick leave provisions of this policy.

#### **7. Privacy of Health Information and Information Related to Qualifying Acts of Violence**

The University will maintain the confidentiality of health information, or information related to a qualifying act of violence, regarding an employee or employee's family member and will not disclose such information unless required by law.

#### **8. Sick Leave Pay**

Pay during a sick leave is at the employee's rate of pay in effect at the time the leave is taken. Any unused sick leave is not paid out upon termination of employment.

#### **9. Availability of Sick Leave Upon Change in Position**

Any unused accrued sick leave will remain available when an eligible employee changes positions within the University from a position in which sick leave accrues to another position in which sick leave accrues. If an eligible employee changes positions from a position in which sick leave accrues to a position in which sick leave does not accrue, such as to a Per Diem appointment, any unused accrued sick leave will no longer be available but a record of that accrued sick leave will be maintained by the University so that the sick leave may be reinstated: 1) if the employee later changes to a position in which sick leave accrues; or 2) for conversion to UCRP service credit if the employee retires, in accordance with UCRP provisions.

Any unused available sick leave will remain available when an eligible employee changes between Per Diem positions within the University. If an employee changes from a Per Diem position to a position in which sick leave accrues, the sick leave from the Per Diem position will no longer be available but a record of that sick leave will be maintained by the University so that the sick leave may be reinstated: 1) if the employee later transfers to a Per Diem position; or 2) for conversion to UCRP service credit if the employee retires, in accordance with UCRP provisions.

#### **10. Recording Sick Leave Balances and Use**

Each department or administrative unit is responsible for maintaining a complete and accurate record of all sick leave balances available and used by eligible employees, including the employees' current available leave balance.

*Non-Exempt Employees.* The University will record sick leave used by non-exempt employees to the nearest quarter hour.

*Exempt Employees.* The University will record sick leave used by exempt employees in full-day increments or in increments not less than that portion of the day during which an employee on less than full-time pay status is normally scheduled to work. The foregoing does not apply when an employee is taking FML on an intermittent or reduced schedule basis. See Sections III.D.3.a, III.D.4.a, III.D.5.b, III.D.6.a, III.D.7.b, and III.D.8.b.

## **11. Separation from Employment and Reinstatement of Sick Leave**

An employee does not receive pay for sick leave upon separation from University employment.

An employee who separates from the University and is rehired into a position eligible for sick leave within 12 months from the date of separation will have all unused sick leave from the employee's prior service reinstated and available for use unless the sick leave balance was previously converted to UCRP service credit upon retirement. If the separation is for more than 12 months, any unused sick leave will not be reinstated. For purposes of this subsection only, service with the State of California (including UC Law San Francisco) and the California State University will be treated as University service.

A PSS employee who is laid off and subsequently reemployed during the period of recall and preferential rehire status will have all accrued and unused sick leave reinstated.

An employee who retires within four months of separating from University employment and elects monthly retirement income will have any unused sick leave converted to UCRP service credit under the terms and conditions of the UC Retirement Plan. Unused sick leave is not converted to service credit in a lump sum cashout of retirement benefits.

## **D. Leaves Related to Life Events**

This section describes the variety of leaves offered to University employees to accommodate their need to take time away from work due to life events.

### **1. FML – General Provisions**

The following provisions apply to FML as described in Sections III.D.3, III.D.4, III.D.5, III.D.6, III.D.7, and III.D.8 unless otherwise indicated.

To be eligible for FML (other than PDL), an employee must have:

- been employed by the University for at least a total of 12 months; and
- worked at least 1,250 hours in the 12 months immediately preceding the start of the leave. (For employees granted military leave, all hours that would have been worked had the employee not been ordered to military

duty are included for the purpose of calculating the 1,250 hours of actual work.)

An eligible employee may take unpaid FML for up to 12 workweeks in a calendar year, except for Military Caregiver Leave, which may be for up to 26 workweeks in a single 12-month period; PDL, which may be for up to four months per pregnancy; and situations where the employee's FML does not run concurrently under the FMLA and CFRA. Furloughs and University closures of one week or longer that occur during an employee's FML are not counted toward the employee's FML entitlement.

Any leave taken by an eligible employee that qualifies as FML will be designated as such and will be counted against the employee's leave entitlement whether the leave is paid or unpaid. Such deductions will be made in increments that correspond to the amount of leave time actually taken by the employee (which could be weeks, days, hours, and/or partial hours).

An employee who does not use their full entitlement of FML does not need to have worked 1,250 hours in the 12 months immediately preceding any subsequent FML taken for the same qualifying reason in the same calendar year as the initial qualifying leave.

There will be situations where the reason the employee is taking FML will qualify under the FMLA or the CFRA, but not both. Therefore, if the employee exhausts their entitlement under one statute, the employee may still be able to take additional FML under the other statute. For example, when an employee exhausts their FMLA entitlement during PDL (which is not a CFRA-qualifying reason), the employee may later use their CFRA entitlement to take Parental Bonding Leave.

**a. Advance Notice**

An employee should inform their supervisor of the need for a FML at least 30 days in advance of the anticipated start date of the leave if the need for leave is foreseeable. If the need for leave is not foreseeable, the employee should give notice to their supervisor as soon as practicable. Failure to comply with this notice requirement may result in postponement of leave.

The employee should also provide notice to their supervisor as soon as practicable if the period(s) for which the employee needs FML change.

**b. Documentation and Certification**

The University may require that the employee provide a complete and sufficient certification from a health care provider if the employee is requesting a FML (1) due to the employee's own serious health condition, (2) due to the employee's pregnancy disability, (3) to care for a family member with a serious health condition, or (4) as Military Caregiver Leave. If the employee is taking Qualifying Exigency Leave, the University may require that the employee provide the certification pertaining to that form of FML. The University will provide the appropriate certification form to the employee based on the type of FML the employee is requesting.

If the employee is seeking to take FML to care for a family member with a serious health condition or as Parental Bonding Leave, the University may require that the employee provide a Declaration of Family Relationship for FML.

**c. Substitution of Paid Leave Benefits for Unpaid FML**

Employees may elect to use Pay for Family Care and Bonding (PFCB) if they meet the criteria set forth in Section III.D.2. For any portion of the leave during which employees are not receiving PFCB, they may elect to substitute available vacation, sick leave, PTO (if applicable), and/or compensatory time off for leave without pay in accordance with the policy provisions governing each type of FML. If an employee wishes to take unpaid FML and the employee's vacation accrual balance (or PTO balance, if applicable) is at the maximum, the employee will be required to use at least 10 percent of accrued vacation leave or PTO before taking unpaid FML. The foregoing requirement does not apply if the employee elects to take unpaid PDL instead of using accrued vacation.

If an exempt employee is taking FML on an intermittent or reduced schedule basis and elects to substitute available vacation, sick leave, PTO (if applicable), and/or compensatory time off the deductions from the employee's leave balances will be made in increments that correspond to the amount of leave actually taken by the employee (which could be weeks, days, hours and/or partial hours), rather than full-day increments only as stated in Section III.A.7.

The substitution of paid leave for FML does not extend the total duration of the leave to which an employee is entitled.

**d. Reinstatement**

Reinstatement will be to the same position or, at the Department's discretion, to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, provided that the employee returns to work immediately following the FML. If the employee would have been laid off or terminated if the employee had actually been working during the leave period, the employee will be afforded the same considerations afforded to other employees who are laid off or terminated pursuant to the provisions of:

- [PPSM-3 \(Types of Appointment\)](#)
- [PPSM-22 \(Probationary Period\)](#)
- [PPSM-60 \(Layoff and Reduction in Time from Professional and Support Staff Career Positions\)](#)
- [PPSM-64 \(Termination and Job Abandonment\)](#)
- [PPSM II-64 \(Termination of Appointment\)](#)

For reinstatement immediately following a PDL, see Section III.D.3.c.

**e. Supplemental FML**

A regular status employee who has exhausted all FML is eligible for Supplemental FML for up to an additional 12 workweeks or until the end of the



calendar year, whichever is less, if the need for a FML that is in progress continues beyond 12 workweeks.

However, the aggregate absence from work for PDL, other FML, and Supplemental FML may not exceed seven months during the calendar year, except as may be required by law.

For employees on Supplemental FML, health plan coverage (medical, dental, and vision) will continue in accordance with each plan's requirements.

If the preceding FML is due to the employee's own pregnancy disability or other serious health condition, an employee may elect to substitute available vacation, sick leave, PTO (if applicable), and/or compensatory time off for leave without pay during Supplemental FML.

If the preceding FML is to care for a family member with a serious health condition, parental bonding leave, or Military Caregiver Leave as provided for under applicable provisions of the policy, an employee may elect to substitute accrued vacation and up to 30 days of sick leave in a calendar year during Supplemental FML (but only to the extent that the 30-day allotment was not used during the preceding FML).

Reinstatement will be to the same or, at the Department's discretion, a similar position in the same department provided that the employee returns to work immediately following termination of the leave. If the employee would have been laid off or terminated had the employee actually been working during the leave period, the employee will be afforded the same considerations afforded other employees who are laid off or terminated pursuant to the provisions of:

- [PPSM-3 \(Types of Appointment\)](#)
- [PPSM-22 \(Probationary Period\)](#)
- [PPSM-60 \(Layoff and Reduction in Time from Professional and Support Staff Career Positions\)](#)
- [PPSM-64 \(Termination and Job Abandonment\)](#)
- [PPSM II-64 \(Termination of Appointment\)](#)

## **2. Pay for Family Care and Bonding (PFCB)**

### **a. General**

In order to support employees' need to take leave to care for their family members, the University offers eligible employees PFCB, which is an income replacement option for up to eight workweeks per calendar year.

To be eligible for PFCB, an employee must be on an approved block Family and Medical Leave taken for one of the qualifying reasons below, and the employee must be taking that leave in a block of a minimum of one workweek.

Family and Medical Leaves that qualify for the PFCB option are those leaves taken under the FMLA and/or CFRA for parental bonding (Section III.D.4), to care for a family member other than a designated person with a serious health

condition (Section III.D.6), for Military Caregiver Leave (Section III.D.7), or for Qualifying Exigency Leave (Section III.D.8). Section III.D.1 outlines the eligibility requirements for Family and Medical Leaves. PFCB is not an option available during any other type of leave, including Supplemental Family and Medical Leave (Section III.D.1.e).

If an employee elects to use PFCB for a particular qualifying FML block leave rather than using paid leave balances or taking the leave without pay, the employee must continue to use PFCB until they either exhaust their full eight workweeks of PFCB for the calendar year or that qualifying FML block leave ends. If their leave ends before they have used the full eight workweeks of PFCB for the calendar year, the remainder is available to use during a qualifying FML block leave later in the calendar year.

**b. PFCB Calculation**

The PFCB option provides pay calculated at 100 percent of an employee's eligible earnings.

**i. Eligible Earnings**

Eligible earnings include an employee's base salary payable through the University. Eligible earnings do not include (if applicable) bonuses, perquisites, overtime pay, administrative stipends, shift differentials, uniform allowances, certification pay, specialty pay, emergency response pay, charge differentials, on-call differentials, or any pay that is received in addition to that of the employee's regular appointment, including "by agreement" payments and any other additional cash compensation received that is more than 100 percent of the base salary of the full-time equivalent of the employee's regular appointment. If an employee is being paid only with "by agreement" payments, and the employee meets all other PFCB eligibility criteria, those earnings are considered eligible earnings.

**ii. Appointments Established at a Fixed Percentage**

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

**iii. Appointments Established at a Variable Percentage**

If the employee has an appointment established at a variable percentage, eligible earnings are an average of the employee's eligible earnings for the three calendar months (for an employee paid on a monthly basis) or six pay periods (for an employee paid on a bi-weekly basis) immediately prior to the period in which the leave begins, excluding periods with furlough or approved leave without pay. This average is calculated as follows:

- For an employee paid on a bi-weekly basis, the sum of hours paid in the six pay periods immediately prior to the period in which the leave begins is divided by 12 to determine the average hours worked per week. The average hours worked per week is the

number of hours per week the employee is to be paid while receiving PFCB.

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

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

### **c. Pay and Benefit Considerations**

#### **i. Taxability and Deductions**

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

#### **ii. Vacation and Sick Leave**

An employee earns their normal vacation and sick leave while they are receiving PFCB.

#### **iii. Employment Service Credit**

Employment service credit is used to determine years of qualifying service for an employee's vacation accrual rate and for eligibility for service awards. Employees accrue one month of employment service credit for each month in which they are on pay status at least 50 percent time. An employee's normal employment service credit is earned while they are receiving PFCB.

#### **iv. 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 employee's covered compensation and their full time equivalent compensation from a UCRP-eligible appointment. While receiving PFCB, an employee will continue to make required contributions to retirement plans. An employee's normal retirement service credit is earned while they are receiving PFCB.

#### **v. Benefits**

Health and welfare benefits deductions will be taken from PFCB in accordance with the employee'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 employee returns to pay status by receiving PFCB.

### **3. Leave Due to Pregnancy, Childbirth or Related Medical Condition (PDL)**

An employee who is disabled because of pregnancy, childbirth, or related medical conditions may take an unpaid PDL for the period of actual disability of up to four months. PDL may also be used for prenatal care.

An employee may elect to substitute available vacation, sick leave, PTO (if applicable), and/or compensatory time off for leave without pay, subject to Section III.D.1.c.

If an employee on an approved PDL is eligible for FML, up to 12 workweeks of PDL will run concurrently with the employee's FML entitlement under federal law. Upon concluding a PDL, an employee may be eligible for up to 12 workweeks of FML under the CFRA for any covered reason except pregnancy, childbirth or related medical conditions.

**a. Reduced Schedule or Intermittent Leave**

When medically necessary, an employee may take PDL on an intermittent or reduced schedule basis. The University may require an employee who is taking such leave on an intermittent or reduced schedule basis to temporarily transfer to an alternative position if the alternative position better accommodates the required work schedule than the employee's own position. Such a temporary transfer will not be counted toward an employee's entitlement to up to four months of PDL. At the conclusion of the PDL (or earlier, at the University's option), the employee will be returned to their original position in accordance with Section III.D.3.c.

**b. Reasonable Accommodation of Pregnancy, Childbirth, and Related Medical Conditions**

Consistent with applicable law, the University provides reasonable accommodation related to pregnancy, childbirth, and related medical conditions. This includes lactation. As an alternative to or in addition to PDL, when requested by an employee, the University may provide (1) reasonable accommodation related to pregnancy, childbirth, or related medical conditions, which could include modifying the employee's job duties, and/or (2) a temporary transfer to a less strenuous or hazardous position. The University will grant such requests consistent with applicable law and if the request can be reasonably accommodated.

If the reasonable accommodation, modification of job duties, or temporary transfer does not involve a reduction in hours worked, it will not be counted toward an employee's entitlement to up to four months of PDL. At the conclusion of the PDL (or earlier upon the employee's request if that request is consistent with the advice of the employee's health care provider), the employee will be returned to their original position and/or duties in accordance with Section III.D.3.c.

**c. Reinstatement**

Reinstatement will be to the same position the employee had prior to the PDL, provided that the employee returns to work within four months and immediately following the PDL. If the employee would have been laid off or terminated if the

employee had actually been working during the leave period, reinstatement will be to a comparable position at the same location. If a comparable position at the same location is not available, the employee will be afforded the same considerations afforded other employees who are laid off or terminated pursuant to:

- [PPSM-3 \(Types of Appointment\)](#)
- [PPSM-22 \(Probationary Period\)](#)
- [PPSM-60 \(Layoff and Reduction in Time from Professional and Support Staff Career Positions\)](#)
- [PPSM-64 \(Termination and Job Abandonment\)](#)
- [PPSM II-64 \(Termination of Appointment\)](#)

#### **d. Lactation**

In addition to Pregnancy Disability Leave, an employee is eligible for lactation breaks in accordance with [PPSM-84 \(Lactation Accommodation\)](#).

Lactation is also considered a pregnancy-related medical condition.

### **4. Parental Bonding Leave**

An eligible employee is entitled to FML to bond with their child after the child's birth or placement with the employee for adoption or foster care, and to attend to matters related to the birth, adoption, or placement of the child. Leave granted for such bonding purposes must be concluded within twelve months following the child's birth or placement with the employee.

#### **a. Reduced Schedule or Intermittent Leave**

The basic minimum duration of any Parental Bonding Leave is two weeks. However, the University will grant an employee's request for a Parental Bonding Leave of less than two weeks' duration on any two occasions. Otherwise, the employee may only take Parental Bonding leave for a period of less than two weeks or intermittently or on a reduced schedule at the discretion of the employee's supervisor and then only according to an agreed schedule.

Supervisors must assess any such request in conjunction with existing University needs.

In addition to the block leave option described in the first two sentences of the foregoing paragraph, employees who have exhausted their FMLA leave entitlement and wish to take parental leave on a part-time basis may do so with approval of their supervisors provided that exempt employees who elect to take parental leave in less than full day increments select one of the following options:

- For those exempt employees who have paid leave balances available: Use their leave bank balances to supplement the unpaid portion of their leaves so that they receive 100 percent of their regular pay; or

- For those exempt employees who have no available paid leave or do not wish to use their paid leave balances: Have their appointments temporarily reduced for the duration of their parental leave. Appointments will be restored at the end of the reduced appointment period or when those employees elect to use the first option for the remainder of the parental leave.

**b. Substitution of Paid Leave Benefits for Parental Bonding Leave**

Employees may elect to use PFCB if they meet the criteria set forth in Section III.D.2. For any portion of the leave during which employees are not receiving PFCB, they may elect to substitute accrued vacation, PTO (if applicable), compensatory time off, and/or up to 30 days of available sick leave for any unpaid Parental Bonding Leave. If an employee wishes to take unpaid Parental Bonding Leave and the employee's vacation accrual balance (or PTO balance, if applicable) is at the maximum, the employee will be required to use at least 10 percent of accrued vacation or PTO before taking unpaid FML/Parental Bonding Leave. For additional information on the substitution of paid leave benefits for unpaid FML, refer to Section III.D.1.c.

**5. FML – Due to an Employee's Own Serious Health Condition**

Eligible employees are entitled to FML when they are unable to work at all or unable to perform one or more of the essential functions of their job due to their own serious health condition.

**a. Definition of Serious Health Condition**

For these purposes, a serious health condition means an illness, injury (including, but not limited to, an on-the-job injury), impairment, or physical or mental condition that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.

- Inpatient Care means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an inpatient when a health care facility formally admits them to the facility with the expectation that they will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.
- Incapacity means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
- Continuing Treatment means ongoing medical treatment or supervision by a health care provider.

A serious health condition involves one or more of the following:

- Inpatient Care (as defined above).
- Absence Plus Treatment—A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or

period of incapacity relating to the same condition), that also involves (a) treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or (b) treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider (e.g., a course of prescription medication, or therapy requiring special equipment, to resolve or alleviate the health condition). This does not include taking over-the-counter medications or activities that can be initiated without a visit to a health care provider (e.g., bed rest, exercise, drinking fluids).

- Pregnancy (which is covered as a serious health condition under FMLA but not under CFRA)—A period of incapacity due to pregnancy, childbirth, or related medical conditions. This includes severe morning sickness and prenatal care.
- Chronic Conditions Requiring Treatment—A chronic condition that: (a) requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider; (b) continues over an extended period of time (including recurring episodes of a single underlying condition); and (c) may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- Permanent/Long-Term Conditions Requiring Supervision—A period of incapacity that is permanent or long term due to a condition for which treatment may not be effective. The person must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of disease.
- Multiple Treatment (Non-Chronic Conditions)—Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).

#### **b. Reduced Schedule or Intermittent Leave**

When medically necessary for the employee's own serious health condition, an employee may take FMLA intermittently or on a reduced schedule basis. If the employee's need for intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the employee should consult with their supervisor and make a reasonable effort to schedule the treatment so as to

minimize the disruption to the University's operations. In addition, if the need for intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the University may require the employee to transfer temporarily (during the period when intermittent or reduced schedule leave is required) to an alternative position for which the employee is qualified and that better accommodates recurring periods of leave than the employee's regular position.

**c. Substitution of Paid Leave Benefits for FML Due to an Employee's Own Serious Health Condition**

An employee may elect to substitute available vacation, sick leave, PTO (if applicable), and/or compensatory time off for leave without pay. Supplemental and/or extended sick leave may be used if the employee is receiving temporary disability payments under the Workers' Compensation Act, subject to Section III.D.10.

**6. FML – To Care for a Family Member with a Serious Health Condition**

An eligible employee is entitled to FML when the employee's assistance is required to care for a spouse, domestic partner, designated person, child, parent, parent-in-law, grandparent, grandchild, or sibling with a serious health condition as defined in Section III.D.5.a. (Leave Related to an Employee's Own Serious Health Condition), as follows:

- When FML is taken to care for a spouse, domestic partner, child (under 18 years or incapable of self-care because of a mental or physical disability), or parent, this leave would use an employee's entitlement(s) under the FMLA and CFRA to the extent the employee has such entitlement(s) available.
- When FML is taken to care for a designated person, adult child (18 years or older who does not have a disability that renders them incapable of self-care), parent-in-law, grandparent, grandchild, or sibling, this leave would only use an employee's entitlement under the CFRA to the extent the employee has such entitlement available.

The definition of "Family members for purposes of FML" in Section II (Definitions) provides additional information about these relationships.

The employee may be required to provide written confirmation of a family relationship for leaves requested for the purpose of caring for a family member with a serious health condition.

**a. Reduced Schedule or Intermittent Leave**

When medically necessary to care for a family member with a serious health condition, an employee may take FML intermittently or on a reduced schedule basis. If the employee's need for intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the employee should consult with their supervisor and make a reasonable effort to schedule the treatment so as to minimize the disruption to the University's operations. In addition, if the need for intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the University may require the employee to transfer



temporarily (during the period when intermittent or reduced schedule leave is required) to an alternative position for which the employee is qualified and that better accommodates recurring periods of leave than the employee's regular position.

**b. Substitution of Paid Leave Benefits for FML to Care for a Family Member with a Serious Health Condition**

Employees may elect to use PFCB if they meet the criteria set forth in Section III.D.2. Employees may not use PFCB when taking FML to care for a designated person with a serious health condition. For any portion of the leave during which employees are not receiving PFCB, they may elect to substitute accrued vacation, PTO (if applicable), compensatory time off, and/or up to 12 workweeks of available sick leave for unpaid leave to care for a family member with a serious health condition. If an employee wishes to take unpaid leave to care for a family member with a serious health condition and the employee's vacation accrual balance (or PTO balance, if applicable) is at the maximum, the employee will be required to use at least 10 percent of accrued vacation or PTO prior to taking unpaid FML. For additional information on the substitution of paid leave benefits for unpaid FML, refer to Section III.D.1.c.

**7. FML – Military Caregiver Leave**

An eligible employee may take Military Caregiver Leave to care for a spouse, domestic partner, child, parent, or next of kin who is a covered servicemember undergoing medical treatment, recuperation or therapy for a serious injury or illness.

**a. Leave Entitlement**

An eligible employee is entitled to up to 26 workweeks of Military Caregiver Leave during a single 12-month leave period. For purposes of this type of FML only, a single 12-month leave period is the period beginning the first day an employee takes leave to care for the covered servicemember and ends 12 months after that date.

Leave is applied on a per-covered servicemember, per-injury basis. Eligible employees may take more than one period of 26 workweeks of leave if the leave is to care for a different covered servicemember or to care for the same servicemember with a subsequent serious injury or illness, except that no more than 26 workweeks of leave may be taken within any single 12-month period.

If an eligible employee does not use all of their 26 workweeks of leave entitlement to care for a covered servicemember during this single 12-month leave period, the remaining part of the 26 workweeks entitlement to care for the covered servicemember for that serious injury or illness is forfeited.

**b. Reduced Schedule or Intermittent Leave**

This leave may be taken intermittently or on a reduced schedule basis. If the employee's need for intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the employee should consult with their supervisor and make a reasonable effort to schedule the treatment so as to

minimize the disruption to the University's operations. In addition, if the need for intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the University may require the employee to transfer temporarily (during the period when intermittent or reduced schedule leave is required) to an alternative position for which the employee is qualified and that better accommodates recurring periods of leave than the employee's regular position.

**c. Documentation and Certification**

Employees may be required to provide a certification completed by an authorized health care provider of the covered servicemember that provides information necessary to establish entitlement to Military Caregiver Leave. In addition, employees may be required to provide certain information (or have the covered servicemember provide information) establishing that the servicemember is a covered servicemember for purposes of Military Caregiver Leave, their relationship with the employee, and an estimate of the leave needed to provide the care.

**d. Substitution of Paid Leave Benefits for Military Caregiver Leave**

Employees may elect to use PFCB if they meet the criteria set forth in Section III.D.2. For any portion of the leave during which employees are not receiving PFCB, they may elect to substitute accrued vacation, PTO (if applicable), compensatory time off, and/or up to 12 workweeks of available sick leave for unpaid Military Caregiver Leave. If an employee wishes to take unpaid Military Caregiver Leave and the employee's vacation accrual balance (or PTO balance, if applicable) is at the maximum, the employee will be required to use at least 10 percent of accrued vacation or PTO prior to taking unpaid Military Caregiver Leave. For additional information on the substitution of paid leave benefits for unpaid FML, refer to Section III.D.1.c.

**8. FML – Qualifying Exigency Leave**

An eligible employee may take Qualifying Exigency Leave to attend to any qualifying exigency (as defined below) when their spouse, domestic partner, child parent, or parent-in-law is a military member who is on covered active duty or call to covered active duty (or has been notified of an impending call or order to covered active duty).

**a. Qualifying Exigency**

A Qualifying Exigency is defined as any one of the following, provided that the activity relates to the military member's covered active duty or call to covered active duty status:

- Short notice deployment to address issues that arise due to a military member being notified of an impending call to active duty seven or fewer calendar days prior to the date of deployment.
- Military events and activities, including official ceremonies.
- Child care and school activities for a child of the military member who is either under the age of 18 or incapable of self-care.

- Financial and legal arrangements to address the military member's absence or to act as the military member's representative for purposes of obtaining, arranging, or appealing military service benefits while the military member is on active duty or call to active duty status and for the 90 days after the termination of the military member's active duty status.
- Counseling (provided by someone other than a health care provider) for the employee, for the military member, or for a child of the military member who is either under age 18 or incapable of self-care.
- Rest and recuperation (up to 15 days of leave for each instance) to spend time with a military member who is on short-term, temporary rest and recuperation leave during deployment.
- Post-deployment activities to attend ceremonies sponsored by the military for a period of 90 days following termination of the military member's active duty and to address issues that arise from the death of a military member while on active duty status.
- Parental care for the parent or parent-in-law of the military member when the parent or parent-in-law is incapable of self-care; and
- Additional activities related to the military member's active duty or call to active duty status when the University and the employee agree that such activity qualifies as an exigency and agree to both the timing and duration of the leave.

**b. Reduced Schedule or Intermittent Leave**

Qualifying Exigency Leave may be taken on an intermittent or reduced schedule basis.

**c. Documentation and Certification**

Employees may be required to provide a copy of the military member's active duty orders. Employees may also be required to provide certification of: (1) the reasons for requesting Qualified Exigency Leave, (2) the beginning and end dates of the qualifying exigency, and (3) other relevant information.

**d. Substitution of Paid Leave Benefits for Qualifying Exigency Leave**

Employees may elect to use PFCB if they meet the criteria set forth in Section III.D.2. For any portion of the leave during which employees are not receiving PFCB, they may elect to substitute accrued vacation, PTO (if applicable), and/or compensatory time off for unpaid Qualifying Exigency Leave. If an employee wishes to take unpaid Qualifying Exigency Leave and the employee's vacation accrual balance (or PTO balance, if applicable) is at the maximum, the employee will be required to use at least 10 percent of accrued vacation or PTO prior to taking unpaid Qualifying Exigency Leave. For additional information on the substitution of paid leave benefits for unpaid FML, refer to Section III.D.1.c.

**e. Notice**

The employee will provide notice of the need for leave as soon as practicable, pursuant to Section III.A.2 of this policy.

### **9. Military Spouse/Domestic Partner Leave**

An employee who is a spouse or domestic partner of a member of the Armed Forces, National Guard, or Reserves may take this leave during a qualified leave period when the employee's spouse or domestic partner is on leave from a Period of Military Conflict. A qualified leave period for this type of leave means the period during which the qualified member is on leave from deployment during a period of military conflict. An eligible employee will be entitled to up to a maximum of 10 days of unpaid leave during a qualified leave period. Qualified member and Period of Military Conflict are terms defined in Section II of this policy.

To be eligible for this leave, an employee must satisfy all of the following criteria:

- Be a spouse or domestic partner of a qualified member,
- Perform services for the University for an average of 20 or more hours per week,
- Provide the University with notice of the employee's intention to take the leave within two business days of receiving official notice that the qualified member will be on leave from deployment, and
- Submit written documentation certifying that the qualified member will be on leave from deployment during the time that leave is being requested by the employee.

An employee may elect to substitute accrued vacation, PTO (if applicable), and/or compensatory time off for unpaid Military Spouse/Domestic Partner Leave. If an employee wishes to take unpaid Military Spouse/Domestic Partner Leave and the employee's vacation accrual balance (or PTO balance, if applicable) is at the maximum, the employee will be required to use at least 10 percent of accrued vacation or PTO prior to taking unpaid Military Spouse/Domestic Partner leave.

### **10. Leave Related to an Employee's Work-Related Injury or Illness**

The University is committed to meeting its obligation under the state workers' compensation program to provide medical, rehabilitation, and wage-replacement benefits to employees who sustain work-related injuries or illnesses. An employee who is injured or becomes ill as a result of work performed for the University is entitled to leave without pay for all or part of the period during which the employee receives temporary disability payments under the California Workers' Compensation Act.

When appropriate, the University will designate absences due to occupational injury or illness as FML. Leave for a work-related injury or illness may run concurrently with other types of leaves, such as FML.

**a. Use of Sick Leave and Vacation Leave**

An employee receiving workers' compensation may use available sick leave and/or vacation leave (or PTO, if applicable) to supplement temporary disability payments received under the California Workers' Compensation Act. Sick leave and/or vacation leave (or PTO) balances may be used to make up the difference between the amount payable to the employee under the California Workers' Compensation Act and the employee's regular salary.

Before an employee begins receiving temporary disability, an employee may use sick leave and/or vacation leave (or PTO) balances in order to be compensated during leave. Those deductions from the employee's leave balances will be deemed an advance temporary disability payment under the California Workers' Compensation Act. An employee who has received such an advance temporary disability payment will reimburse the University for such payment after the employee receives temporary disability payment for that earlier period. The University will use the employee's reimbursement to restore the employee's sick leave and/or vacation leave (or PTO) balances accordingly.

**b. Eligibility for Extended Sick Leave and Payments Due to Work-Related Injury or Illness**

Extended Sick Leave is provided to an eligible employee who has exhausted their sick leave balances and is unable to work due to a work-incurred injury or illness. An employee who has exhausted their sick leave balance may be eligible for extended paid sick leave of up to 26 weeks for any single work-related injury or illness. Extended sick leave payments constitute an advance against permanent disability payments.

Extended paid sick leave may be used to cover the three-calendar-day waiting period for receiving workers' compensation once the injury or illness has been determined as compensable.

An employee who remains disabled and continues to receive temporary disability payments after exhausting all sick leave balances will receive extended sick leave payments in an amount equal to the difference between the temporary disability payments and 80 percent of the employee's basic salary, plus any shift differential that the employee would have otherwise received. An employee who returns to work part-time but continues to receive temporary disability payments is eligible for continued extended sick leave payments if the employee's earnings plus temporary disability payments continue to total less than 80 percent of basic salary, plus shift differential.

An employee may request a leave without pay after an extended sick leave benefit has been exhausted.

**c. Earning Sick Leave and Vacation**

An employee on leave without pay who is receiving temporary disability payments under the California Workers' Compensation Act earns sick leave and vacation leave on the same basis as if on pay status; however, any earned sick leave is credited to the employee only upon the employee's return to work.

#### **d. Safety Employees**

Safety employees are (a) members of the University of California Police Department whose principal duties consist of active law enforcement and (b) members of the University of California Fire Department whose principal duties consist of active firefighting and prevention service. Safety employees are entitled to leave with full salary for a period of up to one year if disabled by injury arising out of and in the course of their duties. Leaves resulting from such injuries are not charged against safety employees' available sick leave, vacation leave, or supplemental vacation leave. Safety employees are therefore not entitled to any extended sick leave.

### **11. Reproductive Loss Leave**

An eligible employee may take up to five days of Reproductive Loss Leave following a reproductive loss by the employee, by the employee's current spouse or domestic partner, or by another individual if the employee would have been a parent of a child had the reproductive loss not occurred. "Reproductive loss" means a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.

To be eligible for Reproductive Loss Leave, an employee must have been employed by the University for at least 30 days prior to the commencement of the leave. An employee must complete the Reproductive Loss Leave within three months of the reproductive loss, but if the employee is using FML (or any other leave entitlement under state or federal law) immediately prior to or immediately following the reproductive loss, then the employee must complete the Reproductive Loss Leave within three months of the end date of the other leave.

If an eligible employee experiences more than one reproductive loss, the employee may take up to a total of 20 days of Reproductive Loss Leave within a 12-month period (up to five days for each reproductive loss). Reproductive Loss Leave may be taken on consecutive or nonconsecutive days.

Reproductive Loss Leave is unpaid, but employees may elect to substitute available vacation, sick leave, PTO (if applicable), and/or compensatory time off for leave without pay.

The University will maintain the confidentiality of any employee requesting Reproductive Loss Leave and will not disclose such information except to internal personnel or counsel, as necessary, or as required by law.

### **12. Bereavement Leave**

The University recognizes the importance of family and the difficulties employees face following the death of a family member or another person close to the employee.

#### **a. Death of a Family Member**

In the event of the death of an employee's family member, the employee may take up to a total of 10 days of bereavement leave per occurrence.

Employees may take this leave unpaid or use any available sick leave, vacation, PTO (if applicable), and/or CTO during this leave.

**b. Death of a Household Member**

In the event of the death of a person residing in the employee's home who is not a family member, the employee may take up to a total of 10 days of available sick leave per occurrence as bereavement leave.

**c. Death of Any Other Person**

In the event of the death of any individuals who are not an employee's family or household members, the employee may take up to a total of five days of available sick leave as bereavement leave in a calendar year.

**d. Additional Leave**

If an employee requires more than the time allowed for bereavement leave, they may request an unpaid personal leave of absence or may use any accrued vacation, PTO (if applicable), and/or compensatory time off, if available.

Bereavement leave may be taken on consecutive or nonconsecutive days.

**13. Personal Leave**

A career employee may be granted unpaid leave for personal reasons in accordance with local guidelines. Reinstatement will be to the same or, at the Department's discretion, a similar position in the same department provided that the employee returns to work immediately following termination of the leave. If the employee would have been laid off or terminated had the employee had actually been working during the leave period, the employee will be afforded the same considerations afforded other employees who are laid off or terminated pursuant to the provisions of:

- [PPSM-3 \(Types of Appointment\)](#)
- [PPSM-22 \(Probationary Period\)](#)
- [PPSM-60 \(Layoff and Reduction in Time from Professional and Support Staff Career Positions\)](#)

**E. [PPSM-64 \(Termination and Job Abandonment\)](#) Military and Other Service-related Leaves**

This section describes a number of military and other service-related leaves available to University employees to accommodate their need to be away from work to perform certain military service, public service, and civic duties.

Administrative leave status will not be required for exempt employees for absences of less than one full day or less than the portion of a day during which an employee on less than full-time pay status is normally scheduled to work when the absence occurs because of activities covered by Section III.E of this policy.

**1. Military Leave**

Military leave is granted for:

- Reserve training leave for inactive duty, such as weekly or monthly meetings or weekend drills.
- Temporary military leave, when ordered to active duty, for training for a period not to exceed 180 calendar days, including time spent traveling to and from such duty.
- Extended military leave, when an employee enlists or is ordered into active-duty service of any length or active-duty training in excess of 180 days, or when an employee is ordered into active federal military duty as a member of the National Guard or Naval Militia. Such leave will be granted for a period not to exceed five years. In addition, leave will be granted for a period up to six months from the date of release from duty.
- Emergency National Guard leave, when an employee who as a member of the National Guard is called to active duty by proclamation of the Governor during a state of emergency. An employee who as a member of the National Guard is called to active federal military duty at the request of the President of the United States is not eligible for emergency National Guard leave, but will be granted extended military leave.
- Civil Air Patrol leave, when an employee who as a volunteer member of the Civil Air Patrol is directed and authorized to respond to an emergency operational mission of the California Wing of the Civil Air Patrol. Provided that an employee has been employed by the University for the 90 days immediately preceding the commencement of leave, such leave will be granted for a period not to exceed 10 days per year.
- Physical examination leave, when an employee is required to take a pre-induction or pre-enlistment physical examination to fulfill a commitment under a Selective Service or comparable law, or during a period of war or comparable national emergency.

**a. Notice Required**

An employee is to provide advance verbal or written notice of the need for military leave except when such notice is precluded by military necessity, impossibility, or reasonableness. Employees also are expected to provide their supervisors with as much advance notice as possible of their anticipated date of release from duty and return to work.

**b. Pay During Military Leave**

An employee granted reserve training leave, temporary military leave for active-duty training, or extended military leave is entitled to receive the employee's regular University pay for the first 30 calendar days of such leave in any one fiscal year, provided that:

- The employee has completed 12 months of University service immediately prior to the granting of the leave (all prior full-time military service will be included in calculating this University service requirement); and



- The aggregate of payments for reserve training leave, temporary military leave, extended military leave, and military leave for physical examination does not exceed 30 calendar days' pay in any one fiscal year.

An employee granted physical examination leave is entitled to receive the employee's regular University pay provided that:

- The physical examination is a pre-induction or pre-enlistment physical examination required to fulfill a commitment under a Selective Service or comparable law, or during a period of war or comparable national emergency; and
- The aggregate of payments for temporary military leave, extended military leave, and military leave for physical examination do not exceed 30 calendar days' pay in any one fiscal year.

Time off for other physical examinations in connection with military service may be charged to available sick leave, vacation leave, and/or compensatory time off, or will be unpaid.

An employee granted military leave for emergency National Guard duty is entitled to receive the employee's regular University pay for a period of up to 30 calendar days. An employee is eligible for pay regardless of the length of their University service, and such pay is in addition to any University payment for temporary military leave for active-duty training, extended military leave, and military leave for physical examinations.

An employee serving on active duty in a military campaign in connection with the national state of emergency declared in the aftermath of the September 11, 2001 attacks may be eligible for certain benefits under the [Policy on Supplement to Military Pay](#).

An employee who is not eligible for military leave with pay may elect to substitute accrued vacation, PTO (of applicable), and/or compensatory time off. Otherwise, the military leave will be unpaid.

#### **c. Reinstatement**

Following release from military service, an employee will have such right to return, and only such right, as may be required by state or federal law in effect at the time the employee applies for reinstatement.

#### **d. Effect on Benefits**

An employee granted military leave with pay will receive all benefits related to employment that are granted when an employee is on pay status.

An employee granted military leave without pay will receive: (a) retirement benefits and service credit in accord with the provisions of the applicable retirement system; (b) health plan coverage at the employee's request and expense for a limited period of time as described in the University Group Insurance Regulations; (c) other length-of-service credits related to employment that would have been granted had the employee not been absent, provided that

the employee returns at the conclusion of the leave in accordance with applicable federal and state law; and (d) vacation and sick leave balances and holiday pay only in accordance with policy.

## **2. Voluntary Civil Service Leave**

An employee who performs emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel generally may take unpaid time off to perform emergency duty. An employee who performs emergency duty as a volunteer firefighter, reserve peace officer, or emergency rescue personnel may take up to a total of 14 days of unpaid leave per calendar year to engage in fire, law enforcement, or emergency rescue training.

An employee who is a volunteer member of the California Wing of the Civil Air Patrol who is directed and authorized to respond to an emergency operational mission may take unpaid leave to perform such emergency duty, provided that the employee has been employed by the University for at least 90 days immediately preceding the commencement of leave. Such leave will be granted for a period not to exceed 10 days per calendar year.

Employees may elect to substitute accrued vacation, PTO (if applicable), and/or compensatory time off for leave without pay.

Employees may be required to provide documentation of participation in emergency duties or training.

## **3. Voting Leave**

A non-exempt employee may take up to two hours of paid leave at the beginning or end of a workday to vote in local, state, or national general elections or primaries and any additional time off that is taken for this purpose is without pay. To be eligible, an employee must be scheduled to work at least eight hours that day and not have enough time to vote outside of the employee's normal working hours. Voting leave is not considered time worked for purposes of computing overtime pay for non-exempt employees. Employees who know or have reason to believe that time off to vote will be necessary must inform their supervisors as soon as possible and no later than two working days before Election Day.

## **4. Jury Duty**

An employee summoned to required jury duty must provide a copy of the summons to their supervisor upon request. Employees are required to report back to work as soon as possible after they are released from jury duty, unless there are less than two hours remaining in their scheduled workday, in which case they should report to work on their next scheduled workday. Not returning in a timely manner may be considered an unexcused absence. Employees may be required to provide documentation from the court showing time served.

An employee who serves on a jury on a holiday observed by the University due to required jury duty is eligible for holiday pay but does not receive an alternate day off.

*Exempt Employees.* Exempt employees will continue to receive their University salary during required jury duty. However, exempt employees are expected to do what they reasonably can to maintain continuity of operations while on jury duty (e.g., keep in contact with supervisors, work on nights and weekends as needed).

*Non-Exempt Employees.* Non-exempt career employees will receive pay for actual time spent on required jury duty and related travel, not to exceed the pay for the employee's normal workday and the normal workweek. On occasion, an employee may be asked to work after serving on jury duty that day, if available. Those who do so will receive pay for hours worked, including overtime when required by law.

Supervisors should attempt to redistribute workload so that the employee is not asked to work additional hours, except in emergencies.

## **5. Witness Duty**

An employee summoned to appear as a witness in any administrative or judicial proceeding should provide a copy of the subpoena or other court order to their supervisor upon receipt. Employees are required to report back to work as soon as possible after they are released from witness duty, unless there are less than two hours remaining in their scheduled workday, in which case they should report to work on their next scheduled workday. If an employee does not return to work in a timely manner the University may record the missed hours as an unexcused absence.

### **a. Proceedings Involving the University**

Required attendance at administrative or legal proceedings involving the University, including service as a paid expert witness on behalf of the University, is considered time worked.

### **b. Proceedings Not Involving the University**

An exempt career employee will be granted administrative leave with pay if subpoenaed to be a witness in an administrative or legal proceeding not involving the University. Pay during witness duty will not exceed the pay for the employee's normal workday and the employee's normal workweek.

### **c. A non-exempt career employee will be granted administrative leave with pay for actual time spent on witness duty and in related travel if subpoenaed to be a witness in an administrative or legal proceeding not involving the University. Pay during witness duty will not exceed the pay for the employee's normal workday and the employee's normal workweek. Exceptions**

An employee will not receive paid witness leave to attend a trial in which the employee:

- Is a plaintiff.
- Is a defendant (unless the proceeding involves the University).

- Voluntarily appears as a witness.
- Is testifying for a fee as an expert witness in a proceeding that does not involve the University.

In the above circumstances, an employee must use accrued vacation leave (or PTO, if applicable) or take leave without pay. If the employee is summoned by subpoena or other court order to appear as a witness in these circumstances, the employee may also use available sick leave.

## **6. Service as an Election Official**

An employee may take unpaid leave to serve as an election officer. The employee may use accrued vacation, PTO (if applicable) and/or compensatory time off for this purpose.

## **F. Administrative Leave**

This section describes a variety of administrative leaves that may be granted to eligible University employees (except SMG members). SMG members may be eligible for an Administrative Leave as outlined within SMG Human Resources Policies.

Administrative leave will not be required for exempt employees for absences of less than one full day or less than the portion of a day during which an employee on less than full-time pay status is normally scheduled to work when the absence occurs because of activities covered by Section III.F of this policy.

### **1. Administrative Leave for Emergencies**

The Chancellor may grant administrative leaves with pay for a specified duration due to natural or other emergencies, or an employee may request unpaid leave for that purpose. To be eligible, an employee must be scheduled to work and is not on paid or unpaid leave on the day(s) of the emergency, and the employee must coordinate leave requests with their supervisor and the coordinator at the location handling emergency response requests and issues.

An employee with special skills (e.g., medical personnel, scientific and technical personnel, environmental health and safety personnel) who is a member of a University-sponsored response team organized on a University-wide or local basis to assist with relief efforts associated with a state-declared or federally-declared disaster may be granted administrative leave with pay for the duration of the assignment. To be eligible for this type of leave under these circumstances, the employee must be scheduled to work and not on paid or unpaid leave on the day(s) when they are providing this assistance.

An employee who wishes to participate in emergency response efforts with agencies that have requested assistance (e.g., FEMA, the Red Cross) may be granted administrative leave with pay for a period of time determined in accordance with local procedures, depending upon the particular circumstances of the emergency.

To be eligible for this type of leave under these circumstances, the employee must be scheduled to work and not on paid or unpaid leave on the day(s) when they are participating in the emergency response efforts.

## **2. Curtailment Leave**

Chancellors and Laboratory Directors may curtail operations on a location-by-location basis for specific periods of time to

- Save energy or operational costs.
- Observe a transitional, seasonal, or holiday period in the academic calendar.
- Address an emergency situation that adversely affects normal University operations.
- Address any other purpose in the best interests of the University.

Employees may continue to earn vacation and sick leave credits during an unpaid curtailment leave for up to three days.

Employees may elect to substitute accrued vacation, PTO (if applicable), and/or compensatory time off for leave without pay. During a curtailment leave, employees with insufficient vacation accrual balances may use up to three days of vacation credits prior to their actual accrual.

## **3. Leave for Blood Donation**

A non-exempt employee is eligible for an administrative leave with pay for up to two hours to donate blood. Time taken to donate blood is not considered time worked for purposes of computing overtime pay for non-exempt employees.

## **4. Leave for Bone Marrow or Organ Donation**

An employee who wishes to donate bone marrow to another person may use up to five calendar days of available vacation, sick leave, PTO (if applicable), compensatory time off, and/or leave without pay during a calendar year.

An employee who wishes to donate an organ for transplant may use up to 30 calendar days of available vacation, sick leave, PTO (if applicable), compensatory time off, and/or leave without pay during a calendar year.

An employee may be required to submit medical documentation supporting the request for leave and/or return to work.

Additional leave may be available to an employee donating bone marrow or an organ under FML if the employee's condition qualifies as a serious health condition under the circumstances.

## **5. Leave for University Functions**

A non-exempt employee may be granted administrative leave with pay to attend University meetings or functions during regularly scheduled hours of work as designated by the Chancellor.

## **6. Professional Development Leave**

The University supports both career-related and job-related professional development activities. Please refer to [PPSM-50 \(Professional Development\)](#) for details regarding absences related to professional development.

## **G. Other Leaves**

This section describes additional leaves that are offered to University employees to accommodate other circumstances for which they may need to take time away from work for personal reasons, in accordance with local procedures.

### **1. School Suspension Leave**

An employee who is the parent or guardian of a child who has been suspended from school may take time off to appear at the school in connection with that suspension. The employee must provide reasonable notice and may elect to use accrued vacation, PTO (if applicable), compensatory time off, and/or unpaid leave for this purpose.

### **2. School Activities Leave**

An employee who is the parent, stepparent, foster parent, guardian, grandparent, or person who stands in loco parentis to a child in grades Kindergarten through 12, or a child attending a licensed child care provider, may take off up to 40 hours per calendar year to:

- find a school or licensed child care provider for their child;
- enroll or reenroll their child in a school or with a licensed child care provider;
- participate in activities of the school or licensed child care provider; or
- address a child care provider or school emergency.

Employees may not take more than eight hours of school activities leave in any calendar month unless an employee is using the leave to address a child care provider or school emergency. The employee must provide reasonable notice and may elect to substitute accrued vacation, PTO (if applicable), and/or compensatory time off for this purpose.

At the supervisor's discretion, the employee may be required to provide documentation from the school or licensed child care provider as proof that the employee participated in the activity on a specific date and at a particular time.

### **3. Victims of Qualifying Acts of Violence**

This section describes leave and reasonable accommodation that may be available to an employee who is a victim of a qualifying act of violence or who has a family member who is a victim of a qualifying act of violence. "Qualifying act of violence" is defined in Section II (Definitions).

#### **a. Victim Leave**

An employee who is a victim of a qualifying act of violence may take leave from work to obtain or attempt to obtain any relief, including, but not limited to, a

temporary restraining order, restraining order, or other injunctive relief, to help ensure the employee's own health, safety, or welfare or that of the employee's child.

An employee who is a victim of a qualifying act of violence or who has a family member who is a victim of a qualifying act of violence may take leave to:

- Obtain or attempt to obtain any relief for the family member, including but not limited to a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the family member of the victim;
- Seek, obtain, or assist a family member to seek or obtain medical attention for or to recover from injuries caused by a qualifying act of violence;
- Seek, obtain, or assist a family member to seek or obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the qualifying act of violence;
- Seek, obtain, or assist a family member to seek or obtain psychological counseling or mental health services related to an experience of a qualifying act of violence;
- Participate in safety planning or take other actions to increase safety from future qualifying acts of violence;
- Relocate or engage in the process of securing a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing or enrolling children in a new school or child care;
- Provide care for a family member who is recovering from injuries caused by a qualifying act of violence;
- Seek, obtain, or assist a family member to seek or obtain civil or criminal legal services in relation to the qualifying act of violence.
- Prepare for, participate in, or attend any civil, administrative, or criminal legal proceeding related to the qualifying act of violence; and/or
- Seek, obtain, or provide child care or care to a care-dependent adult if the child care or care is necessary to ensure the safety of the child or dependent adult as a result of the qualifying act of violence.

Unless advance notice is not feasible, employees should provide reasonable advance notice of their intention to take leave under this Section. Victim Leave is unpaid, but employees may elect to substitute any available vacation, sick leave, PTO (if applicable), and/or compensatory time off for unpaid leave. The University will maintain the confidentiality of any employee requesting leave for these purposes to the extent allowed by law.

#### **b. Reasonable Accommodation**

The University will provide reasonable accommodation to an employee who is a victim of a qualifying act of violence or whose family member is a victim of a qualifying act of violence who requests an accommodation for their safety while at work. Such requests should be directed by the employee to an appropriate representative of the University, such as the employee's immediate supervisor or the unit head.

The University will engage in a timely, good faith, and interactive process to determine effective reasonable accommodations. In determining whether the accommodation is reasonable, any exigent circumstance or danger facing the employee or their family member will be considered.

If circumstances change and the employee needs a new accommodation, they should request that accommodation from the University. If the employee no longer needs an accommodation, they should notify the University that the accommodation is no longer needed.

### **c. Certification of Need for Leave and/or Reasonable Accommodation**

No action will be taken against an employee for an unscheduled absence if certification is provided by the employee within a reasonable amount of time after the absence. If the employee elects to use sick leave during this leave, certification will only be requested if appropriate.

Certification will be sufficient in any of the following forms:

- A police report indicating that the employee or a family member of the employee was a victim of a qualifying act of violence.
- A court order protecting or separating the employee or a family member of the employee from the perpetrator of the qualifying act of violence, , or other evidence from the court or prosecuting attorney that the employee or the family member of the employee has appeared in court.
- Documentation from a licensed medical professional, domestic violence counselor, sexual assault counselor, victim advocate, licensed health care provider, or counselor that the employee or a family member of the employee was undergoing treatment or seeking or receiving services directly related to the qualifying act of violence.
- Any other form of documentation that reasonably verifies that the qualifying act of violence occurred, including, but not limited to, a written statement signed by the employee (or an individual acting on the employee's behalf) certifying that the absence is for a purpose authorized under this Section.

When an employee requests a reasonable accommodation, the University may require that the employee provide a written statement signed by the employee (or an individual acting on the employee's behalf) certifying that the employee is requesting the accommodation for a purpose authorized under this Section. The University may also require a certification from the employee that demonstrates the employee's status, or the employee's family member's status, as a victim of a qualifying act of violence. Any of the documents identified earlier in this subsection will be sufficient certification. The University may request recertification of an



employee's status, or an employee's family member's status, as a victim of a qualifying act of violence, or ongoing circumstances related to the qualifying act of violence, every six months after the date of the previous certification.

The University will protect the confidentiality of any records and/or verbal statements that identify an employee or the employee's family member as a victim of a qualifying act of violence and will not disclose such records and/or verbal statements except as required by state or federal law or as necessary to protect the employee's safety in the workplace. The employee will be given notice before any authorized disclosure.

#### **d. Relationship with Other Leaves – FML**

Victim Leave may run concurrently with other types of leaves, such as FML.

#### **4. Leave to Attend Judicial Proceedings for Victims of Serious or Violent Felonies**

An employee who is a victim of a crime, or who is a family member of a victim may take unpaid leave to attend judicial proceedings related to the crime. Employees must provide reasonable advance notice if feasible and may elect to substitute available vacation, sick leave, PTO (if applicable), and/or compensatory time off for unpaid leave. The University will protect the confidentiality of records regarding an employee's absence from work for these reasons.

Before an employee may be absent from work for these reasons, the employee will provide a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing notice, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee will, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim.

#### **5. Literacy Leave**

An employee who self-discloses a problem of illiteracy may take unpaid leave to enroll and participate in an adult literacy education program, provided that the literacy leave is a reasonable accommodation that does not impose an undue hardship on the University. The employee must provide reasonable notice and may elect to substitute accrued vacation, PTO (if applicable), and/or compensatory time off for unpaid leave.

#### **6. Rehabilitation Leave**

An employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program may use FML for this purpose, if appropriate, provided that the employee is eligible for FML and has not exhausted their entitlement to FML for the calendar year. The provisions of Section III.D.1 would apply in such circumstances.

If an employee wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program but is not eligible for FML or has already exhausted their entitlement to FML for the calendar year, the employee may take unpaid leave for this purpose, provided that the rehabilitation leave is a reasonable accommodation that does not impose an undue hardship on the University. The employee must provide reasonable notice to their supervisor. An employee may elect to substitute available vacation, sick leave, PTO (if applicable), and/or compensatory time off for unpaid Rehabilitation Leave. If an employee wishes to take unpaid Rehabilitation Leave and the employee's vacation accrual (or PTO balance, if applicable) is at the maximum, the employee will be required to use at least 10 percent of accrued vacation or PTO prior to taking unpaid Rehabilitation Leave.

## **H. Holidays**

The University observes the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents Day
- Cesar Chavez Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve (or announced equivalent)
- Christmas Day
- New Year's Eve (or announced equivalent)

A holiday that falls on a Saturday is observed on the preceding Friday, and a holiday that falls on a Sunday is observed on the following Monday, unless an alternate day to observe the holiday is designated by the President.

An employee on an unpaid leave of absence may not utilize vacation leave or sick leave on an intermittent basis for purposes of eligibility for holiday pay.

### **1. Eligibility for Holiday Pay**

#### **a. Full-Time Employees**

Full-time exempt employees are eligible for holiday pay if they are on pay status at any point during the week in which the holiday occurs.

Full-time non-exempt employees are eligible for holiday pay if they are on pay status on their last scheduled workday before the holiday and on their first scheduled workday following the holiday.

Full-time employees are also eligible for holiday pay if the holiday:

- Falls on their regular day off (alternatively, they may receive another day off in lieu of holiday pay)
- Immediately precedes their appointment date and the holiday is the first workday of the month
- Immediately follows their last day of work and the holiday is the last workday of the month
- Occurs during an approved leave of absence, a temporary layoff, or a furlough that does not exceed 20 calendar days (including holidays)

Employees on alternate full-time work schedules are entitled to the same number of holidays and the same amount of holiday pay granted to employees on a regular full-time work schedule.

#### **b. Part-Time Employees**

Part-time exempt employees will receive holiday pay for the number of hours in proportion to the percentage of their appointment (e.g., if an employee is scheduled to work for six hours on the Monday upon which Memorial Day falls, the employee would not have to work but would receive six hours of holiday pay).

Part-time non-exempt employees on pay status 50 percent time or more of a month or quadriweekly cycle (excluding holiday hours) will receive holiday pay in proportion to the percentage of time they are on pay status.

New or rehired part-time regular employees are not eligible for holiday pay for a holiday that occurs before the first day of their appointment or after they are separated from employment with the University.

### **2. Special or Religious Holiday**

An employee may take time off to observe a special or religious holiday if the University determines that the time off does not cause undue hardship.

Employees may use accrued vacation, PTO (if applicable), and/or compensatory time off, or they may take unpaid leave.

### **3. Additional Provisions for Non-exempt Employees**

#### **a. Compensation for Holiday Work**

A non-exempt employee who works on a University holiday other than Christmas Day will be paid regular pay, including any shift differentials, for all hours worked. In addition, the employee will receive either holiday pay at the regular straight-time rate, including shift differentials, or compensatory time off in accordance with local practice.

A non-exempt employee who is scheduled to work on a holiday but takes time off due to illness is eligible only for holiday pay.

A non-exempt employee who is required to work on Christmas Day will be paid at one and half times their regular rate, including any shift differentials, for all hours worked. In addition, the employee will receive either holiday pay at the regular straight-time rate, including shift-differential, or compensatory time off in accordance with local practice.

This section does not apply to Police Sergeants and Lieutenants.

#### **b. Disciplinary Suspensions and Unauthorized Absences**

Non-exempt employees who have been suspended for disciplinary reasons for a period that includes or immediately precedes or follows a holiday and non-exempt employees who have an unauthorized absence immediately preceding or following a holiday will not receive holiday pay for that holiday.

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## **IV. COMPLIANCE/RESPONSIBILITIES**

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### **A. Implementation of the Policy**

The Vice President–Systemwide Human Resources is the Responsible Officer for this policy and has the authority to implement the policy. The Responsible Officer may develop procedures or other supplementary information to support the implementation of this policy. Such supporting documentation does not require the approval of the President. The Responsible Officer may apply appropriate interpretations to clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy.

The Chancellor, Lawrence Berkeley National Laboratory Director, or Vice President of Agriculture and Natural Resources is authorized to establish and is responsible for local procedures necessary to implement the policy.

### **B. Revisions to the Policy**

The President is the Policy Approver and has the authority to approve policy revisions upon recommendation by the Vice President–Systemwide Human Resources.

The Vice President–Systemwide Human Resources has the authority to initiate revisions to the policy, consistent with approval authorities and applicable Bylaws and Policies of the Regents.

The Executive Vice President–Chief Operating Officer has the authority to ensure that policies are regularly reviewed, updated, and consistent with other governance policies.

### **C. Approval of Actions**

Actions within this policy must be approved in accordance with local procedures. Chancellors and the Vice President–Systemwide Human Resources are authorized to determine responsibilities and authorities at secondary administrative levels in order to establish local procedures necessary to implement this policy.

All actions applicable to PPSM-covered staff employees, who are not SMG members that exceed this policy, or that are not expressly provided for under any policy, must be approved by the Vice President–Systemwide Human Resources.

#### **D. Compliance with the Policy**

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:

The Top Business Officer and/or the Executive Officer at each location will designate the local management office to be responsible for the ongoing reporting of policy compliance.

The Executive Officer is accountable for monitoring and enforcing compliance mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

The Vice President–Systemwide Human Resources is accountable for reviewing the administration of this policy.

#### **E. Noncompliance with the Policy**

Noncompliance with the policy is handled in accordance with the Regents' [Guidelines for Corrective Actions Related to Compensation Practices](#) and [Guidelines for Resolution of Compensation and Personnel Issues Resulting from the Findings of Audits and Management Reviews](#); [PPSM 3, 62, 63, and 64](#) and [PPSM II-64](#) pertaining to disciplinary and separation matters.

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## **V. PROCEDURES**

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### ***Systemwide Procedures – Maximum Vacation Leave Accrual Limit***

The accrual of vacation leave in excess of the maximum accrual limit provided under policy is not permitted except as noted under the conditions stated below.

Locations will implement local procedures to address exceptional situations where an employee's accrued vacation leave reaches or exceeds the accrual limit outlined within policy, and where there is a need to consider providing up to an additional four months for the employee to take vacation leave.

The local procedures will include criteria for granting additional leave and an approval process that ensures consistency across the location, in accordance with the following systemwide procedures. Local procedures will align with these systemwide procedures and a copy of the local procedures will be submitted to the Vice President–Systemwide Human Resources.

#### **A. Current Policy Stipulations**

Per the policy, an eligible employee who holds a full-time or part-time appointment may accrue vacation leave up to a maximum of two times the employee's annual accrual.

The accrual of vacation leave is based on the type of the appointment, years of qualifying service, and hours on pay status. Once an employee reaches the

maximum vacation accrual, no additional vacation leave will accrue until the employee's vacation leave balance falls below the maximum.

The policy further states that if an employee cannot schedule vacation within 60 working days of reaching the maximum accrual limit due to operational considerations, the University will provide the employee up to an additional four months' time to take vacation leave in order to bring the employee's accrual below the maximum. The employee will continue to accrue vacation leave during this additional time.

## **B. Compliance with 2x Annual Maximum**

An employee will not accrue any additional vacation leave once the two times maximum vacation accrual limit is reached. Should this occur, the supervisor and employee will work together to schedule enough vacation leave to bring the employee's vacation balance below the vacation accrual limit.

## **C. Process and Justification for Considering Up to an Additional Four Months To Take Vacation Leave**

When an employee's vacation leave balance approaches or reaches the maximum vacation accrual limit, the employee and the employee's supervisor will discuss a proposed vacation schedule that will allow the employee to reduce the vacation leave balance below the maximum vacation accrual limit and avoid a situation where the employee will lose the benefit of additional vacation leave accrual.

The process for approving up to an additional four months to take vacation leave requires approval of the employee's immediate supervisor and approval of the Department/Division Head. In order for an employee to continue to accrue vacation leave once the maximum vacation accrual limit is reached, the employee's supervisor must review and document the operational considerations that limit the ability of the employee to schedule and take vacation leave. The supervisor must submit the documentation to the Department/Division Head for review and potential approval.

Supervisors must timely review the specific nature of the operational considerations to determine whether these operational considerations rise to the level of exceptional circumstances that justify offering an employee up to an additional four months to take vacation leave and bring that employee's accumulated vacation leave below the policy maximum.

Locations must identify and outline consistent criteria that support granting approval of up to an additional four months to take vacation leave. Qualifying exceptional circumstances should be rare and the nature of the specific operational considerations must be documented.

Examples of these operational considerations include, but are not limited to:

- Position vacancies within a Unit requiring additional coverage
- Multiple employee leaves during the same period of time
- Extended staff absences due to illness or injury

- Temporary or unexpected reductions in Unit staffing levels
- Critical time-sensitive operational projects or events that prevent employees in a Unit from taking vacation leave

These are only examples of operational considerations. A location's established criteria must be met before the location considers offering an employee up to an additional four months to reduce their accrued vacation leave below the policy limits.

Typical day-to-day work considerations that exist within a department or unit do not constitute exceptional circumstances. An employee's desire to simply defer taking accrued vacation leave also does not constitute exceptional circumstances that justify up to an additional four months.

A department or unit that needs assistance in determining whether an employee's situation represents exceptional circumstances should contact its local Human Resources office, in accordance with local procedures.

#### **D. Documentation to Support Up to an Additional Four Months To Take Vacation Leave**

Consistent with local procedures, a supervisor must document the circumstances that are relevant in situations when an employee's ability to accrue vacation leave may be impacted. A supervisor must include the following information within the documentation before the Division or Department Head, as the second-level reviewer, considers approval of up to an additional four months to reduce vacation overage:

- Employee Name
- Employee Department
- Vacation Leave Balance
- Maximum Vacation Accrual Limit
- Operational considerations that constitute exceptional circumstances
- Scheduled Vacation leave within the additional four months
- Estimated Vacation leave balance at the conclusion of the additional four months
- Employee Signature/Acknowledgment
- Supervisor Signature/Approval of the Leave Request
- Request for Department/Division Head Approval

#### **E. Approval Process**

After the supervisor has documented the exceptional circumstances supporting the request for up to an additional four months to take vacation leave, they will forward a signed copy of the request with their approval to the Division or Department Head for the second level of review and final approval. As part of their financial responsibilities, Department Heads should be cognizant of employees whose accrued vacation is approaching the maximum vacation accrual limit.

The Department/Division Head will review requests based on a number of factors, including department operating and staffing requirements during the requested period, and for consistency in treating similar requests at the location.

The employee will receive a copy of the signed documentation and a copy of the documentation will be placed in the employee's personnel file. If the request for up to an additional four months to take vacation leave cannot be approved, the supervisor will document the reason and immediately work with the employee to identify vacation leave dates that will meet the needs of both the employee and the department.

## F. Compliance

Each location's Human Resources office is responsible for developing and administering local procedures to ensure compliance with these systemwide procedures.

The Responsible Officer may develop additional procedures or other supplementary information to support the implementation of this policy. Such supporting documentation does not require the approval of the President.

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## VI. RELATED INFORMATION

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- [APM Section 730, Leaves of Absence/Vacation \(APM – 730\)](#) (referenced in Section III.B of this policy)
- [Delegation of Authority 2085](#) (referenced in Section III.B.11 of this policy)
- [APM Section 710, Leaves of Absence/Paid Sick Leave/Paid Medical Leave \(APM – 710\)](#) (referenced in Section III.C.1 of this policy)
- [Guidelines for Corrective Actions Related to Compensation Practices](#) (referenced in Section IV.E of this policy)
- [Guidelines for Resolution of Compensation and Personnel Issues Resulting from the Findings of Audits and Management Reviews](#) (referenced in Section IV.E of this policy)
- [PPSM 62, 63, and 64](#)
- [PPSM II-64 \(Termination of Appointment\)](#)

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## VII. FREQUENTLY ASKED QUESTIONS

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### General

#### 1. Do provisions of the Absence from Work policy apply to represented employees?

No. Per Section III.A of PPSM-1 (General Provisions), PPSM do not apply to employees who are covered by a Memorandum of Understanding with an exclusive bargaining agent. The terms and conditions of employment for represented



employees are governed by the applicable collective bargaining agreement and applicable statutes.

**2. Do provisions of the Absence from Work policy apply to employees covered by the Academic Personnel Manual?**

No. Such academic appointments are governed by the Academic Personnel Manual and applicable statutes.

**Vacation Leave**

**3. What are the vacation accrual rates for full-time status PSS employees who were in the Administrative and Professional Staff Program as of June 30, 1996 and who have not experienced a break in service of four or more months?**

| <b>Years of Qualifying Service</b> | <b>Approximate Vacation Days Accrued Per Month</b> | <b>Approximate Vacation Days Accrued Per Year</b> |
|------------------------------------|--|---|
| Less than 10                       | 1.50   | 18  |
| 10 but less than 15                | 1.75   | 21  |
| 15 or more                         | 2.00   | 24  |

**Sick Leave**

**4. If an employee’s family member or a member of the employee’s household has a medical appointment, may an employee use sick leave to accompany the family member or member of the employee’s household to the appointment?**

An employee may use available sick leave for the diagnosis, care, or treatment of a family member’s existing health condition or for a family member’s preventive care. For sick leave purposes, “family member” also includes designated persons.

An employee may also use available sick leave for routine medical appointments for members of the employee’s household.

**5. What is kin care?**

California’s kin care law authorizes employees to use up to one-half of the sick leave they accrue annually for the purposes for which employees may use sick leave designated as protected: the diagnosis, care, or treatment of an existing health condition of, or preventive care for an employee or certain family members (including designated persons) or for those reasons specified in Section III.G.3 for an employee who is a victim of a qualifying act of violence or who has a family member who is a victim of a qualifying act of violence. Sick leave designated as protected includes and runs concurrently with kin care.

**6. Does the reinstatement of sick leave apply to a retiree who is rehired within 12 months?**

The reinstatement of sick leave does not apply to a rehired retiree who had unused sick leave converted to UCRP service credit upon their retirement under the terms

and conditions of the UC Retirement Plan. For retirees rehired into UCRP-eligible positions, any sick leave that was not converted to UCRP service credit may be reinstated as described in Section III.C.11 of this policy.

**7. How does the 12-month limit for reinstatement of accrued and unused sick leave after a separation from the University apply to a laid off employee?**

A laid-off PSS employee who returns to University employment within their right to recall period or preference for reemployment period will have all previously accrued and unused sick leave reinstated.

### **Leaves Related to Life Events**

**8. What does "contingency operation" mean in the context of the policy's definition of "covered active duty or call to active duty status"?**

The federal regulations explain that a "contingency operation" for purposes of Qualifying Exigency Leave is a military operation undertaken pursuant to 10 U.S. C. Sections 688, 12301(a), 12302, 12304, 12305, or 12406; 10 U.S.C. Chapter 15; or any other provision of law during a war or during a national emergency declared by the President or Congress as long as it is in support of a contingency operation. The military member's active duty orders will generally specify if the military member is serving in support of a contingency operation by citation to the relevant section of U.S.C. Title 10 and/or by reference to the specific name of the contingency operation and will specify that the deployment is to a foreign country.

### **Military and Other Service-related Leaves**

**9. If an employee volunteers to serve on a jury or grand jury, would this volunteer service qualify for paid Jury Duty Leave?**

Paid Jury Duty Leave applies only when an employee is summoned to jury duty and is required by law to serve. An employee who wishes to take time off work to volunteer for jury or grand jury service or other such civic activities may request to use accrued vacation, PTO (if applicable), compensatory time off, and/or an unpaid personal leave.

### **Administrative Leave**

**10. What are the types of University meetings or functions that qualify for paid leave for University functions?**

Examples of University meetings and functions that qualify for paid leave include attending a Chancellor's Town Hall meeting, attending an "Open Enrollment" meeting to review University-provided health care benefit offerings, and volunteering on behalf of a University-sponsored tutoring program at an elementary school.

**11. Is there an administrative policy for personal disasters? For example, is an employee eligible to receive vacation donations if their own home burns down?**

An employee who faces a personal disaster, such as a fire that results in the loss of an employee's home, may request to use accrued vacation leave or an unpaid personal leave. Local procedures govern the administration of each catastrophic leave donation program and will determine whether an employee's particular personal disaster qualifies for vacation leave donations under the location's program. A recipient of vacation leave donations must have exhausted all of their own pay options except PFCB.

## Other

### **12. What might be provided as a reasonable accommodation for an employee who is a victim or whose family member is a victim of a qualifying act of violence?**

Reasonable accommodations for an employee who requests an accommodation for their safety while at work may include, but are not limited to, the implementation of safety measures, such as a transfer, reassignment, modified schedule, changed work telephone, permission to carry a telephone at work, changed work station, or installed lock; assistance in documenting domestic violence, sexual assault, stalking, or another qualifying act of violence that occurs in the workplace; the implementation of a safety procedure; or the implementation of another adjustment to a job structure, workplace facility, or work requirement in response to domestic violence, sexual assault, stalking, or other qualifying act of violence; or referral to a victim assistance organization. It would not include any accommodation that would constitute an undue hardship on the University.

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## **VIII. REVISION HISTORY**

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**January 1, 2025:** Edits made for clarity, alignment with legal requirements, and to reflect current practice. Technical edits made to sections including reasonable accommodation of pregnancy, childbirth, and related medical conditions; victims of qualifying acts of violence; bereavement leave; and school activities leave.

**May 31, 2024:** *Effective January 1, 2025*, revised to:

- Expand eligibility for paid sick leave for part-time employees;
- Expand the reasons for which employees may use paid sick leave;
- Provide protected paid sick leave; and
- Extend the period during which paid sick leave may be reinstated if an employee is reemployed after a separation from employment.

**January 1, 2024:** Technical edits to add Section III.D.11 (Reproductive Loss Leave) consistent with California Government Code section 12945.6, effective January 1, 2024.

**May 10, 2023:**

- Technical edits for compliance with new legal requirements of CFRA expansion to include a designated person, effective January 1, 2023.
- Policy updated to permit use of sick leave to care for designated persons, effective January 1, 2023.

- PFCB language updated to address eligibility related to new designated person expansion.

**January 1, 2023:** Policy updated to increase pay calculation for Pay for Family Care and Bonding from 70 percent to 100 percent of an employee's eligible earnings.

**January 1, 2022:** Technical edits for compliance with new legal requirements of CFRA definition expansion to include parent-in-law, effective January 1, 2022.

**July 1, 2021:**

- Policy updated to add Section III.D.2 (Pay for Family Care and Bonding) and to make related edits to Section III.D (Leaves Related to Life Events).
- Added Juneteenth Day to the list of University observed holidays to Section III.H (Holidays).

**January 1, 2021:**

- Technical and clarifying edits, for compliance with the new legal requirements of CFRA, effective January 1, 2021, and corresponding updates to FML implementation parameters;
- Typographical and/or stylistic amendments, including: alphabetizing Definitions; using acronyms after first reference, capitalizing or spelling out numerals per UC style guide; and deleting links to old policies;
- Removing any existing gendered pronouns and replacing them with gender-neutral language; and
- Fixing formatting and/or typographical errors.

**April 27, 2017:** This policy was reformatted for Accessibility according to Web Content Accessibility Guidelines (WCAG) 2.0.

**July 1, 2014:** Technical changes, for compliance with legal requirements, were added.

**April 15, 2013:** Technical changes, for compliance with legal requirements and to harmonize policy provisions, were added.

**October 30, 2012:** Section V, Procedures, was added.

**July 1, 2012:** This policy was reformatted into the standard University of California policy template.

As a result of the issuance of this policy, the following policies and documents are rescinded as of the effective date of this policy:

- *Personnel Policies for Staff Members 40 (Holidays)*, dated June 5, 2002
- *Personnel Policies for Staff Members 41 (Vacation)*, dated March 1, 2002
- *Personnel Policies for Staff Members 42 (Sick Leave)*, dated June 5, 2002
- *Personnel Policies for Staff Members 43 (Leave of Absence)*, dated September 1, 2009

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- *Personnel Policies for Staff Members 44 (Work-Incurred Illness or Injury)*, dated March 14, 1997
- *Personnel Policies for Staff Members 45 (Military Leave)*, dated March 1, 2001
- *Personnel Policies for Staff Members 46 (Administrative Leave)*, dated August 1, 1999