

February 9, 2010

Unit Managers: Please post a paper copy of this message in your area for people who do not have regular computer access.

To: UCSC Staff Employees and Senior Management Group

Fr: Charlotte Moreno, Assistant Vice Chancellor, Staff Human Resources; Pamela Peterson, Assistant Vice Chancellor, Academic Personnel/Senior Management Group Coordinator

Re: Proposed Revisions & Consolidation of Staff Leave Policies

As part of the University's ongoing commitment to providing quality benefits, UC is undertaking a review of Personnel Policies for Staff Members (PPSM) to provide options that will assist employees in addressing their work-life needs.

The proposed policy revises seven current policies related to leaves ([PPSM 40, 41, 42, 43, 44, 45, 46](#)) and consolidates them into a single, comprehensive policy called Absence from Work. It includes a number of enhancements intended to be responsive to employee work and life needs by providing increased flexibility in the use of accrued leave.

**Highlights are noted below:**

- Allowing an employee to use up to 30 days of accrued sick leave to care for and bond with a newborn, adopted, or foster-care child.
- Increasing the amount of sick leave an employee may use during a family and medical leave on behalf of a spouse, domestic partner, child, or parent from 30 days to a 12-week period.
- Increasing the period of time from 15 days to 90 days for reinstatement of all sick leave when an employee is reemployed after a separation.
- Increasing the amount of sick leave that an employee may use in the event of the death of a family or household member from 5 to 10 days.
- Allowing an employee to use accrued sick leave to donate bone marrow (up to 5 days) or organs for transplant (up to 30 days).
- The inclusion of newly enacted Military Caregiver Leave and Qualifying Exigency Leave.
- The inclusion of language to clarify that an employee whose appointment is reduced below 50% will no longer accrue vacation leave.
- The inclusion of a new section containing a variety of leaves under California Law that are offered to accommodate life event circumstances.

The proposed Absence from Work Policy and a summary of all proposed changes are posted at: [http://atyourservice.ucop.edu/employees/policies\\_employee\\_labor\\_relations/proposed\\_policies/proposed\\_staff\\_policies.html](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/proposed_policies/proposed_staff_policies.html)

The University invites your comments on the proposed revisions and consolidation of Staff Leave Policies. We would appreciate receiving comments by **March 5, 2010**.

Staff employees who wish to comment on the proposed revisions and procedures may provide their comments to Cathy Schoenfeld at [pafc@ucsc.edu](mailto:pafc@ucsc.edu).

Senior Management Group employees who wish to comment on the proposed revisions and procedures may provide their comments to [josephcj@ucsc.edu](mailto:josephcj@ucsc.edu).