

Leave of Absence UCSC Local Procedures

(A.19) Rev. 9/30/2008

I. Policy Summary

Employees may be granted personal leave, pregnancy disability leave, family and medical leave, supplemental family and medical leave, work incurred disability leave, or curtailment leave. A leave of absence shall not extend beyond a predetermined separation date.

Partial-Year Career positions are positions with regularly scheduled periods (furloughs), not to exceed three months in each calendar year, during which the incumbents remain employees but are not at work. Periods on furlough are without pay.

II. Related Policies, Contract Articles and References

A. Personnel Policies for Staff Members (PPSM)-employees not covered by representation

- [Absence from Work Policy](#)

B. [Contract Articles](#) - employees covered by representation

III. Authority

A Unit Head may approve a leave without pay up to one year. Principal Officer approval is required for a leave of absence exceeding one year.

IV. Criteria

Furlough:

The scheduled periods during which employees in partial-year career positions are not at work shall be designated as furloughs. Periods on furlough are without pay.

Personal Leave:

An employee in a career position may be granted a personal leave without pay, but in granting the leave, the best interests of the University as well as the interests of the employee shall be considered. Personal leaves may be granted for reasons such as extended illness; need to provide care for members of the family; or education which will directly increase job effectiveness. In special situations, a personal leave for temporary employment outside the UCSC campus may be approved provided that the outside work is in the interest of public service and/or will be beneficial to the University upon the employee's return.

Pregnancy Disability Leave:

An employee disabled from working because of pregnancy, childbirth, or related medical conditions is eligible for and, upon request of the employee, shall be granted a leave of absence for up to four months during the period of disability.

Family and Medical Leave:

Family and medical leave is provided for an eligible employee's serious health condition, the serious health condition of the employee's child, spouse, same- or opposite-sex domestic partner, or parent, or to bond with the employee's newborn, adopted, or foster care child in accordance with State and Federal law in effect at the time the leave is granted.

Parental Leave:

Parental Leave is a form of Family Care/Medical Leave to care for the employee's newborn or a child placed with the employee for adoption or foster care. Such leave must be initiated and concluded within the twelve (12) months following the birth or placement of the child.

Supplemental Family and Medical Leave:

If the need for a family and medical leave that is in progress continues beyond 12 workweeks, a regular status employee in the PPSM program shall be entitled to an additional 12 workweeks of supplemental leave subject to criteria listed in policy.

Work-incurred Disability Leave:

An employee who is off pay status and receiving temporary disability payments under the Worker's Compensation Act may be granted a leave without pay for all or part of the period during which such temporary disability payments are received, except that an employee who also is eligible for family and medical leave shall be granted leave pursuant to this policy.

Curtailment Leave:

Leave without pay may be granted when the University, elects to curtail its operations on a location-by-location basis for periods of specific duration, 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. Up to three days of an unpaid curtailment leave shall

be considered time on pay status for the purpose of accruing vacation credits and sick leave.

Use of Paid Leave:

An employee may elect to substitute accrued vacation and/or accrued compensatory time off for leave without pay. For the purpose of curtailment leave, employees with insufficient vacation accrual balances may use up to three days of vacation credits prior to their actual accrual.

Curtailment Overview

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Use of Paid Leave:

An employee may elect to substitute accrued vacation and/or accrued compensatory time off for leave without pay. For the purpose of curtailment leave, employees with insufficient vacation accrual balances may use up to three days of vacation credits prior to their actual accrual.

Process Overview:

- A. **Employees** will receive written notification of curtailment period(s).
- B. [The HR Service Team Representative \(HRSTR\)](#) will ensure accurate pay based on the employees' election of vacation, compensatory time off, or leave without pay.

Procedure:

See [Curtailment](#) (A19.a) for policy and procedure details.

Family and Medical Leave Overview

Family and Medical Leave is provided for an eligible employee's serious health condition, the serious health condition of the employee's child, spouse, domestic partner (same or opposite sex), or parent, or to care for the employee's newborn, adopted, or foster care child. Leave granted to care for the employee's newborn, adopted, or foster care child (Parental leave) must be initiated and concluded within the twelve (12) months following the child's birth, adoption, or placement in foster care. Family and Medical Leave granted to an eligible employee shall not extend beyond a predetermined separation date.

An employee does not need to request the leave in writing nor specifically mention family and medical leave to be entitled to Family and Medical Leave. In addition, Family and Medical Leave designations must be made, and the employee advised within two (2) business days of the employee's notice of need for leave.

Process Overview:

- A. **The Employee** completes Leave of Absence Request form for any leave of absence in excess of one workweek.
- B. **The Supervisor** signs and forwards the Leave of Absence Request form to the [HR Service Team Representative](#) (HRSTR).
- C. **The HRSTR** processes approved leave of absence request.

Procedure:

See [Family and Medical Leave](#) (A19.b) for policy and procedure details.

Furlough Overview

Partial-Year Career positions are positions with regularly scheduled periods (furloughs), not to exceed three months in each calendar year, during which the incumbents remain employees but are not at work.

The scheduled periods during which employees in partial-year career positions are not at work shall be designated as furloughs. Periods on furlough are without pay.

Process Overview:

- A. **The Supervisor** notifies HR Service Team Representative (HRSTR) of employee(s)'s furlough dates.
- B. **The HRSTR** provides written notification of furlough and [Furlough Insurance Continuation](#) form to the employee(s).
- C. **The HRSTR** processes leave paperwork.

Procedure:

See [Furlough](#) (A19.c) for policy and procedure details.

Intermittent Leave/Reduced Work Schedule Overview

Intermittent Leave is Family and Medical Leave (FML) leave taken in separate periods of time due to a single illness or injury as determined by the health care provider of the individual, rather than one continuous period of time. Leave may include periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months, such as for chemotherapy.

A **reduced work schedule** is one that reduces the usual number of hours per workweek, or hours per workday, of an employee for reasons outlined under intermittent leave for a specified period of time. An employee may elect or be required to use accrued sick leave, vacation, compensatory time off to cover the time off.

Refer to the appropriate [personnel policy or contract article](#) for more information. Only the time actually spent on the intermittent or reduced leave schedule shall be counted towards the employee's entitlement of 12 workweeks in any 12-month period.

Process Overview:

- A. **The Employee** notifies their supervisor of need for intermittent leave or reduced work schedule.
- B. **The Supervisor** consults with their [HR Service Team Representative](#) (HSTR) as needed and discusses request for intermittent leave or reduced work schedule with their employee.
- C. **The Employee** completes the [Record of Reduced Work/ Intermittent Leave Schedule](#) form and forwards to their supervisor.
- D. **The Supervisor** approves, obtains the appropriate signatures and forwards to their HRSTR.
- E. **The HR Service Team Representative (HRSTR)** receives the Reduced Work/Intermittent Leave Schedule form and ensures that employees schedule is recorded correctly in time reporting systems and that pay is accurately generated.

Procedure:

See [Intermittent Leave/Reduced Work Schedule](#) (A19.d) for policy and procedure details.

Parental Leave Overview

Parental leave may be provided to an eligible employee to care for the employee's newborn, adopted, or foster care child. Parental leave must be initiated and concluded within the twelve (12) months following the child's birth, adoption, or placement in the employee's home of the child.

Process Overview

- A. **Employee** completes [Leave of Absence Request](#) form for any leave of absence in excess of one workweek.
- B. **The Supervisor** signs the *Leave of Absence Request* form approving or denying the request and forwards the original to the HR Service Team Representative (HRSTR).
- C. **The HR Service Team Representative** (HRSTR) processes approved leave of absence request.

Procedure:

See [Parental Leave](#) (A19.e) for policy and procedure details.

Personal Leave Overview

An employee in a career position may be granted a **personal leave of absence**, but in granting the leave, the best interests of the University as well as the interests of the employee shall be considered. Personal leaves may be granted for reasons such as extended illness; need to provide care for members of the family; or education which will directly increase job effectiveness. In special situations, a personal leave for temporary employment outside the UCSC campus may be approved provided that the outside work is in the interest of public service and/or will be beneficial to the University upon the employee's return.

Process Overview:

- A. **The Employee** completes [Leave of Absence Request](#) form (link to form) for any leave of absence in excess of one workweek.
 - a. If the leave of absence is for medical reasons, see [Family Medical Leave](#) for additional information and required forms.
- B. **The Supervisor** signs the *Leave of Absence Request* form approving or denying the request and forwards the original to the [HR Service Team Representative](#) (HRSTR).
- C. **The HRSTR** processes approved leave of absence.

Procedure:

See [Personal Leave](#) (A19.f) for policy and procedure details.

Pregnancy Leave Overview

Pregnancy disability leave is leave taken for disability due to pregnancy, childbirth or a related medical condition. Upon request, an eligible employee shall be granted upon request up to four (4) months of leave during the period of disability.

In addition, an eligible employee is entitled to twelve (12) weeks of Federal Family and Medical Leave (FML) and twelve (12) weeks of State Family and Medical Leave (SFML) under the California Family Rights Act (CFRA).

Federal FML and State FML normally run concurrently, except for pregnancy disability. Leave for pregnancy disability, while counted against an employee's Federal FML entitlement, is not counted against an employee's State FML entitlement. Therefore, an employee who exhausts her Federal FML entitlement because of pregnancy disability is entitled to an additional twelve (12) weeks of family and medical leave under State FML for any reason other than pregnancy disability (e.g. to care for her newborn), provided she has leave remaining in her 12-week leave bank.

Under University policy, non-represented staff employees (PSS & MSP), are also entitled to supplement their pregnancy disability and parental leaves with up to twelve (12) weeks of Supplemental Family and Medical Leave for a total leave period of a maximum of seven (7) months (combined pregnancy disability leave, parental leave, and supplemental family and medical leave).

Note: Skilled Crafts and CNA represented employees have additional leave available under certain circumstances. Refer to the appropriate [collective bargaining agreement](#) for details.

Process Overview:

- A. **The Employee** consults with their [HR Service Team Representative](#) (HRSTR), completes [Leave of Absence Request](#) form and forwards the request to their supervisor.
- B. It is important that the employee informs their supervisor, the HRSTR, and campus [Benefits Office](#) at least 30 days in advance of the anticipated leave begin date.
- C. **The Supervisor** signs the request, obtains additional approvals as appropriate and forwards the Leave of Absence Request form to the HRSTR.
- D. **The HRSTR** processes the leave of absence request.

Procedure:

See [Pregnancy Leave](#) (A19.f) for policy and procedure details.

Help, Forms & Other Resources

How to Use

The steps for these procedures have been divided into sets of activities for each role involved in the procedure. When you select a role, you will only see the activities and steps the selected role is involved in. To see activities and steps for a different role, choose the desired role.

Forms

- [Family Medical Leave \(FML\) Guidelines, Notices, Certifications, & Forms](#)
- [Furlough Insurance Continuation](#)
- [Furlough Notice](#)
- [Leave of Absence Request Form](#)

Time and Attendance

- [Administrative Leaves with Pay](#)
- [Leaves without Pay](#)
- [Military Leave](#)
- [Work Related Injury](#)

Resources

- [At Your Service](#)
- [Benefits Office](#)
- [Catastrophic Leave Donation Program Guidelines and Procedures](#)
- [COBRA/Continuation of Group Insurance Coverage](#)
- [Department of Labor Fact Sheet on Family Medical Leave Act](#)
- [Family Medical Leave Benefits Checklist](#)
- [Family Medical Leave \(FML\) Guidelines, Notices, Certifications, & Forms](#)
- [Leave of Absence Guidelines and Procedures](#)
- [Leave With Pay Benefits Checklist](#)
- [Leave Without Pay Benefits Checklist](#)
- [Notice of Rights and Obligations under the Federal Family And Medical Leave Act Of 1993](#)