



# UC San Diego

## Policy & Procedure Manual

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### PERSONNEL - ACADEMIC

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### ACADEMIC LEAVE POLICY

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**ACADEMIC LEAVE POLICY**

**I. REFERENCES AND RELATED POLICIES**

**UCSD Policy and Procedure Manual (PPM)**

[230-15](#) Family Accommodations Policy

**Academic Personnel Manual (APM)**

[700](#) Leaves of Absence/General

[710](#) Leaves of Absence/Sick Leave/Medical Leave

[715](#) Leaves of Absence/Family and Medical Leave

[720](#) Leaves of Absence/Calendar

[740](#) Leaves of Absence/Sabbatical Leaves

[750](#) Leaves of Absence/Leave for Service to Governmental Agencies

[751](#) Leaves of Absence/Military Leave

[752](#) Leaves of Absence/Leave to Attend Professional Meeting

[758](#) Leaves of Absence/Other Leaves with Pay

[759](#) Leaves of Absence/Other Leaves Without Pay

[760](#) Family Accommodations for Childbearing and Childrearing

**Standing Order of the Regents**

[100.4](#) Duties of the President of the University

**II. POLICY**

**A. Definition of an Academic Leave of Absence**

An academic appointee is considered to be on a leave of absence any time he or she takes a leave from normal duties during the prescribed periods of service. Academic appointees who leave the campus prior to obtaining formal approval are in violation of university policy.

Academic appointees with fiscal-year appointments are in service to the university throughout the year, except during official university holidays. The UCSD Academic and Administrative Calendar lists the official holidays.

Academic appointees with academic-year appointments are expected to be in residence from the first day of the fall quarter through the last day of the spring quarter, except during official university holidays. The UCSD Academic and Administrative Calendar lists the actual quarter dates and official holidays. Academic-year appointees may be absent during the periods between quarters without requesting an official leave, unless they are traveling on official university business.

For both academic-year and fiscal-year appointees, periods of academic recess (e.g., periods between quarters) include recess from formal classes, but not recess from research, committee and other administrative duties, or other university obligations.

**B. Effect of Leaves on Eight-Year Limit**

Except as provided in PPM 230-15, Family Accommodations Policy, periods of leave, whether with or without salary, will be included as service toward the eight-year limit unless the Senior Vice Chancellor, after consultation with the Committee on Academic

Personnel, determines that the activity undertaken during the course of the leave is substantially unrelated to the individual's academic career. This determination is made on the basis of a petition filed at the time the leave is requested, or in the case of medical leave, normally within one quarter after the leave is taken. In such cases, the Senior Vice Chancellor may permit the leave period to be excluded from service toward the eight-year limit or probationary period.

For determining service toward the eight-year limit, the combined total of periods of leave excluded as unrelated to academic duties may not exceed two years.

**C. Sick Leave**

1. Eligibility

Academic-year appointees do not accrue sick leave, but may be eligible for paid medical leave in accordance with Section II.D., below.

Fiscal-year academic appointees employed at 50% time or more in the following titles/series are eligible to accrue sick leave credit.

- Academic Administrator
- Academic Coordinator
- Associate University Librarian and Assistant University Librarian
- Continuing Education Specialist series
- Coordinator of Public Programs
- Librarian series
- Postgraduate Researcher
- Professional Research (Research Scientist) Project Scientist
- Specialist
- Visiting appointees in the series above

2. Rate of Accrual

The rate of sick leave accrual is one working day (eight hours) per month for full-time service. Eligible appointees employed at 50% time or more accrue sick leave at a proportionate rate; appointees at less than 50% time do not accrue sick leave.

Sick leave is accrued when an academic appointee is on an approved leave of absence with pay. Sick leave is not accrued during periods of leave without pay, except when an appointee receives temporary disability for a work-incurred injury or illness. In the latter case, sick leave will accrue while the employee is receiving temporary disability, but will not be credited for use until the employee returns to work.

3. Requesting Sick Leave

Each department is required to maintain records of sick leave accrual and usage and should have specific procedures for processing sick leave requests.

Sick leave may be used for the following types of absences:

- Personal illness
- Medical appointments
- Childbearing
- Disability

In addition, an appointee may use sick leave for the reasons below when the absence is related to the appointee's child, parent, spouse, domestic partner, sibling, grandparent, or grandchild. In-laws, step relatives, other persons residing

in the appointee's household, and relatives of the domestic partner, who would be covered if the domestic partner were the appointee's spouse, are also covered.

Illness  
Medical appointment  
Bereavement

[See III.A.](#), Leave of Absence Approval Authority.

4. Other Uses of Sick Leave

Accrued sick leave may be used, at the appointee's option, in lieu of unpaid family and medical leave to which the appointee is entitled under state or federal law. The Family Medical Leave Act policy is outlined in APM 715.

For appointees who accrue sick leave, the accrued sick leave will be used in proportion to the reduced workload during periods of Active Service—Modified Duties (APM 760-28).

Accrued sick leave may be used to supplement temporary disability payments received as compensation for illness or injury under the Workers' Compensation Act. In such a case, the total compensation received must not exceed the appointee's University of California Retirement Plan (UCRP) covered compensation for the period.

Leave for a work-incurred injury or illness that also qualifies as a serious health condition within the meaning of the Federal Family and Medical Leave Act (APM 715) will be counted against an eligible appointee's family and medical leave entitlement.

5. Sick Leave Accounting

For full-time appointees, sick leave used will be recorded in one-day increments. For those with less than full-time appointments, sick leave used should be recorded in full-day increments corresponding to the portion of a day during which the appointee normally works. For example, an appointee who is employed at 50% time and generally works four hours per day would be debited four hours of sick leave for an absence of one day. Partial-day sick leave usage must be reported to and authorized by the supervisor; however, formal recording of the absence is not required.

**D. Paid Medical Leave for Academic Appointees Who Do Not Accrue Sick Leave**

1. Eligibility and Accrual

Members of the faculty (as defined in APM 110-14) who are not members of the Health Sciences Compensation Plan, who have a full-time appointment for at least a full academic year (three quarters) and who are unable to work for reasons of personal illness, injury, or disability will be granted paid medical leave as follows:

- a. Eligible faculty members with less than 10 years of University of California service in a title listed in APM 110-14 that does not accrue sick leave will be granted a maximum of two quarters (for academic-year appointees) or six months (for fiscal-year appointees), of consecutive or intermittent paid medical leave within a 10-year period for personal illness, injury, or disability.

- b. Eligible faculty members with 10 or more years of University of California service in a title listed in APM 110-14 that does not accrue sick leave will be granted a maximum of three quarters (for academic-year appointees) or 12 months, (for fiscal-year appointees) of consecutive or intermittent paid medical leave within each subsequent 10-year period for personal illness, injury, or disability.
  - c. Faculty members with term appointments will not be granted paid medical leave beyond the end date of the term appointment except in cases of reappointment.
2. Usage and Record Keeping

This paid leave is provided in addition to normal childbearing and childrearing leaves.

Each department is required to maintain records of paid medical leave accrual and usage and should have specific procedures for processing paid medical leave requests.

Paid medical leave described in APM 710-11 does not accrue and, if unused, is not carried over, nor is it used to calculate University of California Retirement Plan (UCRP) service credit.

Please refer to the Academic Personnel Manual for the complete policy Paid Medical Leave for Academic Appointees Who Do Not Accrue Sick Leave policy.

[See III.A.](#), Leave of Absence Approval Authority.

## **E. Vacation**

### 1. Eligibility

Academic-year appointees do not accrue vacation leave.

Fiscal-year academics appointed for six months or more at 50 percent time or more accrue vacation leave. Below is a list of eligible titles/series:

- Academic Administrator
- Academic Coordinator
- Adjunct Professor
- Associate University Librarian and Assistant University Librarian
- Clinical Professor
- Continuing Education Specialist
- Coordinator of Public Programs
- Librarian
- Postgraduate Researcher
- Professor
- Professor of Clinical X
- Professor In Residence
- Professional Research (Research Scientist)
- Project Scientist
- Specialist
- Visiting appointees in the series above

### 2. Rate of Accrual

The rate of vacation accrual is two working days (16 hours) per month for full-time service. Eligible appointees employed at 50% time or more accrue vacation leave at a proportionate rate; appointees employed at less than 50% time do not

accrue vacation leave. Vacation credit may accumulate to a maximum of 48 working days for full-time employees.

Vacation is not accrued during a leave of absence without salary.

Regularly scheduled days off (e.g., weekends) and university administrative holidays will not be charged against vacation time

3. Requesting Vacation Leave

Each department is required to maintain records of vacation accrual and usage and should have specific procedures for processing vacation leave requests.

Requests should be made in keeping with the program of work being conducted by the appointee and are subject to the approval of the appointee's supervisor and/or department chair.

[See III.A.](#), Leave of Absence Approval Authority.

4. Restrictions on Use

Accrued vacation may be used for sick leave purposes.

An appointee may not use vacation leave before it is accrued. The Chancellor may authorize an exception to this policy during holiday closures.

If an appointee has been given written notice of layoff or termination, the appointee will be required to use accrued vacation between the date of notice and the expiration of the appointment or the expiration of the funding source(s).

5. Transfers to Non-Accruing Titles or Separation

An appointee who transfers from a vacation-accruing title to a non-accruing title will be paid for accrued vacation at the time of transfer.

If an appointee transfers to another university location with no break in service and remains in a vacation-accruing title, accrued vacation hours will be transferred to the new location. The respective departmental timekeepers will coordinate this effort.

An appointee who transfers to UCSD from a UC-managed Department of Energy Laboratory will be paid for accrued vacation at the time of transfer. An appointee leaving university service will be paid for his or her accrued vacation balance based on the pay rate at the time of separation.

6. Vacation Leave Accounting

For full-time appointees, vacation leave used will be recorded in one-day increments. For those with less than full-time appointments, vacation leave should be recorded in increments corresponding to the portion of a day the appointee normally works. For example, an appointee who is employed at 75% time who generally works six hours per day should be debited six hours of vacation leave for an absence of one day. Partial-day vacation usage must be approved in advance by the supervisor; however, formal recording of the absence is not required.

**F. Family and Medical Leave**

The Family and Medical Leave Act (FMLA) entitles eligible employees to unpaid leave for up to 12 workweeks per year, continuance of health plan coverage as if on pay status,

and reinstatement rights. Eligible employees may substitute accrued sick leave or accrued vacation for unpaid leave.

Please refer to the Academic Personnel Manual APM 715 for the complete family and medical leave policy.

[See III.A.](#), Leave of Absence Approval Authority.

**G. Sabbatical Leave**

1. Purpose

A sabbatical leave is a privilege accorded to qualified faculty to enable them to engage in intensive programs of research and/or study, and thus to become more effective teachers and scholars and enhance their service to the university.

2. Types of Sabbatical Leave

A regular sabbatical leave allows the individual to devote his or her full time to research and/or study. The individual is excused from all teaching and university service obligations.

A sabbatical in residence requires the individual to teach in addition to engaging in a program of research and/or study at the home campus or another University of California campus. The individual is expected to teach one class that meets regularly for at least three hours each week during the sabbatical period, or to perform an equivalent amount of instructional service in a course or in a clinical setting. Directed studies, such as 199s, 299s, or similar courses, are not considered to be the equivalent of regularly scheduled courses, unless they would normally be so designated under the department's regular teaching workload policy.

The Senior Vice Chancellor for Academic Affairs may grant an exception to allow a faculty member to substitute significant university service for some or all of the teaching requirements described above. The request for such a substitution must include verification that the significant university service will require a time commitment equal to that required for classroom instruction, including course preparation time.

3. Eligibility

Appointees in the following titles are eligible for sabbatical leaves, providing they have accumulated enough credits:

Assistant Professor  
Associate Professor  
Professor

Service in the Acting Professor, Professor In Residence, and Professor of Clinical X series will count toward sabbatical leave credit if the individual is appointed in an eligible series immediately following service in one of these titles.

Professorial titles not listed above may be eligible for a Leave in Lieu of Sabbatical.

Sabbatical credits are accrued by individuals holding the following administrative positions at UCSD in conjunction with an appointment in an eligible title, providing the appointments total 50% time or more:

Chancellor

Academic Assistant to the Chancellor  
Senior Vice Chancellor  
Vice Chancellor  
Associate Vice Chancellor  
Provost  
Dean or Associate Dean of a School or Division  
Director or Associate Director of an Organized Research Unit  
Director or Associate Director of an Education Abroad Center

For information regarding appointees who have joint academic-year and fiscal-year appointments not listed above, please refer to APM 740-11i.

For additional information regarding sabbatical leave policy applicable to appointees in the Senior Management Group (i.e., Vice Chancellor, Dean, etc.), please refer to the [Senior Management Personnel Policy II-50](#).

4. Calculating Sabbatical Credits Earned

An individual in an eligible title accrues one sabbatical credit for each full quarter of service at 50% time or more. Service must be continuous, with no break from university employment. An individual with an academic-year appointment may earn up to three credits in one year (one per quarter of service). An individual with a fiscal-year appointment may earn up to four credits in one year (one per quarter of service).

5. Maximum Credit Accrual

Academic-year faculty may earn a maximum of 30 sabbatical credits. Fiscal-year faculty may earn a maximum of 40 sabbatical credits. Credits earned beyond the maximum are forfeited.

Academic-year faculty who serve as department chairs for more than three consecutive years (i.e., four years or more) are eligible to accrue an additional quarter of sabbatical leave credit for each year of consecutive service as chair (e.g., for four years of service, the faculty member would accrue four additional sabbatical leave credits).

6. Periods of Non-Accrual

Sabbatical credit is not accrued during periods of:

Sabbatical leave  
Leave without pay  
Leave with pay for one quarter or more  
Appointment to a university-sponsored research program at more than 50% time  
Summer research or summer session teaching

7. Credit Record Keeping

Official sabbatical credit records are kept by Academic Personnel Services. Sabbatical credit accrual records are available to departments for their faculty online from Datalink.

8. Credit Usage

Sabbatical leaves generally are taken at full salary or 67% of salary. The number of credits necessary for different types and lengths of sabbatical leave are noted in the charts below.



**Sabbatical Leave Credit Usage – Academic-Year Appointees**

Type of Leave	1 Quarter	2 Quarters	3 Quarters
Sabbatical at full salary	9	18	27
Sabbatical in Residence	6	12	18
Sabbatical at 67% salary	6	12	18
Sabbatical at 50% salary	5	9	14
Sabbatical at 33% salary	3	6	9

**Sabbatical Leave Credit Usage – Fiscal-Year Appointees**

Type of Leave	1 Quarter	2 Quarters	3 Quarters	4 Quarters
Sabbatical at full salary	9	18	27	36
Sabbatical in Residence	6	12	18	24
Sabbatical at 67% salary	6	12	18	24
Sabbatical at 50% salary	5	9	14	18
Sabbatical at 33% salary	3	6	9	12

If a sabbatical leave is requested at a percentage not listed above, multiply the number of credits used for a full-salary sabbatical of the same length by the percentage of pay being requested and round up to the nearest full credit (e.g., for a 50% sabbatical for one quarter,  $.50 \times 9 = 4.5$ , which rounds to 5 credits).

**9. Periods of Sabbatical Leave**

Sabbatical leaves for academic-year appointees are taken according to the established quarter dates (service periods) listed in the Academic and Administrative Calendar. The faculty member will be considered on leave from the beginning date to the ending date of the quarter. The affected pay period dates, on which the individual's paycheck is based, will differ from the actual service period of the leave.

Sabbatical leaves for fiscal-year faculty may be scheduled at times reasonable and convenient to the appointee's department or unit and need not match the quarter dates on the Academic and Administrative Calendar. Sabbatical leaves should begin on the first day of the month. A sabbatical leave of one quarter is the equivalent of three calendar months for fiscal-year appointees.

Sabbatical leaves will not exceed one year in length, regardless of the type or percentage of sabbatical requested. Typically, multiple quarters of sabbatical leave are requested consecutively. In exceptional circumstances, and with justification, an interrupted sabbatical leave (e.g., one quarter of sabbatical leave, followed by a one-quarter return to service or leave without pay, followed by another quarter of sabbatical leave) may be granted.

**10. Restrictions**

Sabbatical leaves will be granted only when they will not disrupt the teaching program or operation of the university. Requests for sabbatical leave must be endorsed by the department chair prior to submission of the request for final

approval. A faculty member should not commence a sabbatical leave until the dean has granted formal approval.

Following an approved sabbatical leave, the individual must return to service at UCSD for a period at least equal to the length of the leave. A faculty member who fails to return will be obligated to refund the salary received while on sabbatical in accordance with the guidelines listed in “Failure to Return from Sabbatical Leave,” below.

Sabbatical leave will not be granted to an individual who has been given a notice of non-reappointment or termination, nor will it be granted to an individual who will retire immediately following the sabbatical leave.

A sabbatical leave will not be granted when it is expected that the individual’s appointment will end prior to the combined sabbatical leave and requisite return period.

Sabbatical leave may not be granted to faculty who have not reported results of a previous sabbatical or who have not demonstrated progress in scholarship an/or teaching as outlined in the previous sabbatical statements.

#### 11. Failure to Return from Sabbatical

Failure to return from sabbatical leave will create an obligation on the part of the appointee to refund the entire salary received for the period of a regular sabbatical leave, or two-thirds of the salary received for the period of a sabbatical leave in residence. In case of return to regular university employment for a period less than that of the sabbatical leave, the refund requirement will be reduced in proportion to the length of the time served.

Individuals who anticipate not returning to UCSD following their leaves of absence are encouraged to take leaves without pay rather than sabbatical leaves to avoid having to repay their salaries. Should repayment be required, the faculty members’ benefits while on leave will be affected, and depending on the timing of the salary payback, so might their employment taxes.

Departments are encouraged to contact Academic Compensation when they learn that a faculty member is not planning to return from sabbatical leave so that the faculty member can be advised of the ramifications as soon as possible.

#### 12. Compensation While on Sabbatical Leave

Salary earned during a sabbatical leave is based on the individual’s regular salary at the time of leave. Earnings for sabbaticals at less than 100% time will be adjusted according to the percentage approved. Refer to APM 740-18a for a more precise definition of “regular pay,” especially if the individual is a member of a compensation plan (Health Sciences only).

Sabbatical leave will not be used as a means of augmenting personal income. Except as provided in APM 025 and APM 740-18, faculty members will not accept other gainful employment while on sabbatical leave.

The limitation on outside compensation does not apply to related outside professional activities outlined by APM 025; to acceptance of a fellowship, personal grant, or government-sponsored exchange lectureship for the period covered by the leave, if such acceptance promotes the purpose of the leave and is approved in advance by the dean; or to acceptance of nominal honoraria received for lectures delivered as part of the sabbatical leave project.

#### 13. Sabbatical Leave Supplements

Individuals on sabbatical leaves at partial pay may supplement their salaries, but the total salary received may not exceed the individual's normal pay rate. Such supplementation generally comes from appointment to a university-sponsored research program. Additional restrictions regarding supplementation can be found in APM 740-18 b, c, d.

14. Requesting Sabbatical Leave

Application for sabbatical leave requires submission of an Academic Leave of Absence/Sabbatical (ALAS) form signed by the individual and the department chair and a sabbatical leave project statement.

The project statement should provide detailed information regarding the project and its significance as a contribution to knowledge and/or to the applicant's increased effectiveness as a teacher and scholar.

See APM 740-94 for additional information.  
[See III.A.](#), Leave of Absence Approval Authority.

15. Sabbatical Leave Report

Faculty members are required to submit a detailed report of the results of the sabbatical leave, including an account of progress made and plans for completion of research and publication of the results. This report must be submitted to the department chair within 90 days of the faculty member's return to campus. This report will become a part of the supporting documentation included in the individual's next academic review file. The review file will not be processed unless the sabbatical report has been included. More information regarding the required contents of this report can be found in APM 740-97.

16. Benefits While on Sabbatical Leave

Individuals whose sabbatical leaves are approved are encouraged to discuss benefits implications with their departmental benefits representative or the UCSD Benefits Office. Particular attention should be paid to HMO service area issues and maintenance of benefits during leaves at less than 50% of regular salary.

17. Sabbatical Credit

For all requests for sabbatical leave, a clear and legible copy of the ALAS form must be forwarded to Academic Personnel Services following approval by the dean or director.

**H. Leave with Pay in Lieu of Sabbatical**

Faculty appointed in titles ineligible for sabbatical leave may be entitled to request a leave with pay in lieu of sabbatical (if appropriate funding is available). Policy for leave with pay in lieu of sabbatical is patterned after sabbatical policy, except that credits are not accrued. Eligibility to apply for such leaves is based on length of service.

1. Purpose

The purpose of a leave with pay in lieu of sabbatical is to enable recipients to engage in intensive programs of research and/or study, and thus to become more effective teachers and scholars and to enhance their service to the university.

2. Eligibility

Appointees in the following series are eligible for leave with pay in lieu of sabbatical:

Professor In Residence  
Professor of Clinical X  
Lecturer with Security of Employment  
Salaried Adjunct Professor  
Salaried Clinical Professor

Please see APM 740 or contact the appropriate dean's office for detailed information.

3. Requesting Leave with Pay in Lieu of Sabbatical

For all leaves with pay in lieu of sabbatical, a clear and legible copy of the ALAS form must be forwarded to Academic Personnel Services following approval by the dean or director.

[See III.A.](#), Leave of Absence Approval Authority.

**I. Leave for Service to Governmental Agencies**

Individuals may request a leave of absence to consult or provide service to an agency of the federal government; State of California; county or city within California, or to any part, section, subsidiary or agency thereof. Department chairs have authority to approve this type of leave for up to 7 calendar (5 service) days, unless the cognizant dean redelegates authority to chairs for leaves of up to 14 calendar (10 service) days.

This type of leave generally is approved as a leave without pay. In some cases, a leave with pay may be granted; however, the UCSD portion of the individual's salary will be reduced in proportion to any compensation received from the governmental agency.

Leaves of this type may be requested for up to one year at a time when it is determined that the service benefits and brings recognition to the faculty member and the campus. Such leaves will be considered when it is the intention of the faculty member to return to full-time UCSD service at the conclusion of the leave. Such leaves may not exceed a total of two years.

1. Application

Submission of a leave form is not required if the leave is seven calendar days or less and no compensation will be received from the governmental agency.

Leaves greater than seven calendar days in length, with or without pay, require submission of an Academic Leave of Absence/Sabbatical (ALAS) form, signed by the individual, the department chair, and the dean.

[See III.A.](#), Leave of Absence Approval Authority.

**J. Leave for Military Service**

All academics are eligible for military leave without pay. In addition, individuals who have been in service at UCSD for a full year prior to the military leave will be granted leave with pay for the first 30 calendar days of military leave. Types of military leave covered by this policy include:

Reserve training duty  
War or national emergency

National conscription  
Service related to national defense

Refer to APM 751 for more detailed policy restrictions and requirements.

1. Application

Submission of a leave form is not necessary if the leave is seven calendar days or less.

Leaves greater than seven calendar days in length, with or without pay, require the submission of an Academic Leave of Absence/Sabbatical (ALAS) form, signed by the individual, the department chair, and the dean.

[See III.A.](#), Leave of Absence Approval Authority

**K. Leave to Attend Professional Meetings**

Academic appointees may request leaves with pay to attend professional meetings. Department chairs have authority to approve this type of leave for up to 7 calendar (5 service) days, unless the cognizant dean redelegates authority to chairs for leaves of up to 14 calendar (10 service) days. Please refer to the Extended Leave Policy for leaves with pay longer than 10 service days.

1. Application

Submission of a leave form is not necessary if the leave is seven calendar days or less.

Leaves greater than seven calendar days in length require the submission of an Academic Leave of Absence/Sabbatical (ALAS) form, signed by the individual, the department chair and dean.

[See III.A.](#), Leave of Absence Approval Authority.

**L. Other Leaves with Pay**

Other leaves with pay may be granted to academic appointees for good cause. Department chairs have authority to approve this type of leave for up to seven calendar days. Please refer to the Extended Leave Policy for leaves with pay longer than 10 service days.

1. Application

Submission of a leave form is not necessary if the leave is seven calendar days or less.

Leaves greater than seven calendar days in length require the submission of an Academic Leave of Absence/Sabbatical (ALAS) form, signed by the individual, the department chair, and the dean.

[See III.A.](#), Leave of Absence Approval Authority.

**M. Change in Work Location/Extended Leave Policy**

1. Definitions

- a. Change in Work Location: A period in which an academic appointee performs his or her normal duties from a remote location to facilitate conference attendance, or because research and/or teaching activities

require his or her absence from campus. Because the appointee's duties may not be reassigned to others during a Change in Work Location, it typically may only occur during a non-teaching quarter as defined in Section M.1.d., below.

- b. **Extended Leave:** A faculty member's absence from campus in excess of 10 consecutive service days for the purpose of conducting research and/or attending conferences. During an extended leave, a faculty member is not required to perform all of his or her duties from the remote location, and some duties may be reassigned to others.
- c. **Service Day:** For the purposes of this policy, service days for academic-year appointees include all calendar days from the first day of fall quarter through the last day of spring quarter, except for weekends and official university holidays, including finals weeks. Fiscal-year appointees are in service to the university throughout the year, except for weekends and official university holidays.

The UCSD Academic and Administrative Calendar lists the actual quarter dates and official holidays.

- d. **Teaching Quarter:** For the purposes of this policy, a teaching quarter is a quarter in which an academic appointee is listed as Instructor of Record for one or more courses held on the UCSD campus.

## 2. Change in Work Location

An academic appointee whose research activities, teaching activities, and/or conference attendance require his or her absence from campus during a non-teaching quarter (or consecutive non-teaching quarters) may request a Change in Work Location for up to 60 consecutive service days. The appointee must submit a memo of request to his or her department chair.

- a. Specific information about the proposed work location and the dates of the requested change must be provided. In cases in which the appointee wishes to conduct research remotely, justification for the temporary change in location must be provided, including a description of how the change of location will further the appointee's research objectives.
- b. The memo of request must include a discussion of how the appointee will successfully perform his or her normal duties remotely. If reassignment of duties to others is necessary during an appointee's absence, the absence may not be approved as a Change in Work Location, but may be requested as an extended leave in accordance with Section M.3., below.

If the department chair endorses the request for a Change in Work Location, the request will be forwarded to the dean for approval. Requests for exceptions to this policy will be forwarded to the Senior Vice Chancellor for Academic Affairs for final action.

A Change in Work Location is not considered a leave.

## 3. Extended Leave

If an academic appointee's research activities and/or conference attendance require an absence from campus of more than 10 consecutive service days, and some of the appointee's duties must be reassigned during this absence, the appointee must request an extended leave. In order for a faculty member to take

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an extended leave with pay, he or she will be required to forfeit sabbatical credit in accordance with Table 1 below.

Fiscal-year faculty may use vacation leave for absences from campus beyond 30 days in length. Any absence beyond 30 days plus accrued vacation, if approved, will be granted as a leave without pay.

The faculty member must submit a completed Academic Leave of Absence/Sabbatical (ALAS) form to his or her department chair. If the request is for a leave with pay, the number of sabbatical credits to be forfeited must be included on the form. If the leave is taken without pay, the partial month salary calculation must be shown on the leave form. The appointee's signature on the leave form indicates acknowledgement of the payroll deduction for the days absent.

If the department chair endorses the request for an extended leave, the request will be forwarded to the dean for approval. Requests for exceptions to this policy will be forwarded to the Senior Vice Chancellor for Academic Affairs for final action.

1. Forfeiture of Sabbatical Credits

The following chart outlines the number of credits forfeited for varying lengths of leave.

<b>Length of Leave</b>	<b>Credits Forfeited</b>
1-10 service days	0
11-15 service days	1
16-20 service days	2
21-25 service days	3
26-30 service days	4

**N. Leave Without Pay**

Leaves without pay up to one year in length may be granted to academic appointees for good cause. Academic appointees who take leaves without pay for medical or care-giving reasons may be eligible for benefits provided by the Family and Medical Leave Act.

Leaves without pay will not be granted to faculty who have accepted permanent appointments outside UCSD.

Leaves without pay will be considered, with justification, for faculty who accept visiting or temporary appointments outside UCSD.

1. Benefits While on Leave Without Pay

Individuals who are approved to take leave without pay are encouraged to discuss benefits implications with their departmental benefits representative or the UCSD Benefits Office. Particular attention should be paid to maintenance of benefits during the period without salary (e.g., the possible need for the faculty member to pay full premiums during the leave).

2. Application

Leaves without pay require the submission of an Academic Leave of Absence/Sabbatical (ALAS) form, signed by the individual and the department chair. Generally, for academic-year faculty, such leaves are approved for full quarter increments and pay is deducted accordingly. For leaves without pay less than one full quarter in length, the standard UC daily rate of pay calculation, listed in APM 600, Appendix 2, is used to determine the salary deduction. This calculation must be shown on the leave form, and the appointee's signature on the form indicates acknowledgement of the payroll deduction.

[See III.A.](#), Leave of Absence Approval Authority

**O. Leave from Professorial Duties to do Research**

1. Purpose

This type of leave allows a faculty member to take leave from his or her professorial duties in order to focus exclusively on research. The faculty member will be paid from grant funding under a research title for the duration of the leave.

2. Application

A memo outlining the project will be submitted to the appropriate dean after the department chair has endorsed the request. The submission of an Academic Leave of Absence/Sabbatical (ALAS) form, signed by the candidate, the department chair, and the dean is required (1) when the research is to be conducted at a location other than UCSD; or (2) when, during a period of leave from professorial duties to conduct research at UCSD, the faculty member wishes to leave UCSD for more than seven days.

[See III.A.](#), Leave of Absence Approval Authority.

**P. Catastrophic Leave Donation Program**

The Catastrophic Leave Donation Program was developed to permit salary and benefit continuation for an eligible employee who has exhausted all paid leave due to serious illness or injury, or to care for a seriously ill member of the employee's family or household. Subject to the stated eligibility requirements, salary and benefit continuation is achieved through donations of vacation leave hours from the eligible employee's colleagues.

NOTE: Only academic appointees who are in vacation-accruing titles and have passed the requisite waiting period for vacation usage are eligible to participate as donors or recipients of vacation under the Catastrophic Leave Donation Program.

For more information, please refer to the official UCSD policy listed on the Human Resources Catastrophic Leave Donation Program Web site.

**Q. Jury Duty**

Academic appointees are eligible to participate in jury duty at their normal rate and percentage of pay.

1. Duration

In cases when jury duty absence would create a hardship on the university, it is the employee's responsibility to seek postponement and/or excuse from service. The individual may request a letter from the department chair describing the



nature of the hardship to present to the court as an excuse from jury duty service; however, the university cannot guarantee that an excuse will be granted.

2. Application

No official leave request is necessary for jury duty; however, the individual should discuss the absence with his or her supervisor or department chair. Chairs or supervisors may request documentation of actual days spent in jury service.

[See III.A.](#), Leave of Absence Approval Authority.

**III. PROCEDURES**

**A. Leave of Absence Approval Authority**

Approval authorities for academic leaves of absence are listed below:

- Authority for leaves for Postgraduate Researchers resides with the Vice Chancellor for Research (General Campus); the Associate Dean for Academic Affairs (School of Medicine); the Dean of the Scripps Institution of Oceanography (SIO); and the Dean for Academic Affairs for the School of Medicine (Skaggs School of Pharmacy and Pharmaceutical Sciences).
- Authority for leaves for appointees in the Clinical Professor series resides with the Associate Dean for Academic Affairs, School of Medicine (SOM) and the Dean for Academic Affairs for the School of Medicine (Skaggs School of Pharmacy and Pharmaceutical Sciences).

Requests for leaves of absence in excess of one year and exceptions to university and campus policy must be submitted for review and approval by the Senior Vice Chancellor for Academic Affairs and must be accompanied by documentation justifying the leave.

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**GENERAL CAMPUS**

(The days noted in the chart represent calendar days rather than service days, except where noted. All leave types are contingent upon eligibility.)

<b>Leave Type</b>	<b>Dept. Chair/Director</b>	<b>Divisional Dean (VCR for Research Titles, Dean, OGS for Rady School of Management and IR/PS)</b>	<b>SVCAA</b>
Catastrophic Leave	See Vacation Leave authority	N/A	N/A
Change in Work Location	N/A	Up to 60 consecutive service days	Exceptions to Policy
Extended Leave	N/A	Greater than 14 days (requires forfeiture of sabbatical credits)	Exceptions to Policy
Family & Medical Leave	7 days or less	8 days to one year	N/A
Governmental Service	7 days or less	8 days to one year	Greater than one year
Jury Duty	All	N/A	N/A
Leave With Pay in Lieu of Sabbatical	N/A	Up to one year	N/A (May not exceed one year)
Leave Without Pay	7 days or less	8 days to one year	Greater than one year
Military Service	7 days or less	8 days to one year	Greater than one year
Professional Meetings	7 days or less	8 to 14 days *	Exceptions to policy
Research Leave	7 days or less	8 to 14 days *	Exceptions to policy
Sabbatical Leave	N/A	Up to one year	N/A (May not exceed one year)
Sick Leave	7 days or less	8 days to one year	Greater than one year
Paid Medical Leave	N/A	N/A	All
Vacation Leave	All	N/A	N/A

\* See Extended Leave authority.

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**SCHOOL OF MEDICINE**

(The days noted in the chart represent calendar days rather than service days, except where noted. All leave types are contingent upon eligibility.)

<b>Leave Type</b>	<b>Dept. Chair/Director</b>	<b>Associate Dean - Academic Affairs SOM</b>	<b>SVCAA</b>
Catastrophic Leave	See Vacation Leave authority	N/A	N/A
Change in Work Location	N/A	Up to 60 consecutive service days	Exceptions to Policy
Extended Leave	N/A	Greater than 14 days (requires forfeiture of sabbatical credits)	Exceptions to Policy
Family & Medical Leave	7 days or less	8 days to one year	N/A
Governmental Service	7 days or less	8 days to one year	Greater than one year
Jury Duty	All	N/A	N/A
Leave With Pay in Lieu of Sabbatical	N/A	Up to one year	N/A (May not exceed one year)
Leave Without Pay	7 days or less	8 days to one year	Greater than one year
Military Service	7 days or less	8 days to one year	Greater than one year
Professional Meetings	7 days or less	8 to 14 days *	Exceptions to policy
Research Leave	7 days or less	8 to 14 days *	Exceptions to policy
Sabbatical Leave	N/A	Up to one year	N/A (May not exceed one year)
Sick Leave	7 days or less	8 days to one year	Greater than one year
Paid Medical Leave	N/A	N/A	All
Vacation Leave	All	N/A	N/A

\* See Extended Leave authority.

**SCRIPPS INSTITUTION OF OCEANOGRAPHY**

(The days noted in the chart represent calendar days rather than service days except where noted. All leave types are contingent upon eligibility.)

<b>Leave Type</b>	<b>Dept. Chair/Director</b>	<b>Dean - SIO</b>	<b>SVCAA</b>
Catastrophic Leave	See Vacation Leave authority	N/A	N/A
Change in Work Location	N/A	Up to 60 consecutive service days	Exceptions to Policy
Extended Leave	N/A	Greater than 14 days (requires forfeiture of sabbatical credits)	Exceptions to Policy
Family & Medical Leave	7 days or less	8 days to one year	N/A
Governmental Service	7 days or less	8 days to one year	Greater than one year

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Jury Duty	All	N/A	N/A
Leave With Pay in Lieu of Sabbatical	N/A	Up to one year	N/A (May not exceed one year)
Leave Without Pay	7 days or less	8 days to one year	Greater than one year
Military Service	7 days or less	8 days to one year	Greater than one year
Professional Meetings	7 days or less	8 to 14 days *	Exceptions to policy
Research Leave	7 days or less	8 to 14 days *	Exceptions to policy
Sabbatical Leave	N/A	Up to one year	N/A (May not exceed one year)
Sick Leave	7 days or less	8 days to one year	Greater than one year
Paid Medical Leave	N/A	N/A	All
Vacation Leave	All	N/A	N/A

\* See Extended Leave authority.

**SKAGGS SCHOOL OF PHARMACY AND PHARMACEUTICAL SCIENCES**

(The days noted in the chart represent calendar days rather than service days except where noted. All leave types are contingent upon eligibility.)

<b>Leave Type</b>	<b>Dept. Chair/Director</b>	<b>Dean - SSPPS</b>	<b>SVCAA</b>
Catastrophic Leave	See Vacation Leave authority	N/A	N/A
Change in Work Location	N/A	Up to 60 consecutive service days	Exceptions to Policy
Extended Leave	N/A	Greater than 14 days (requires forfeiture of sabbatical credits)	Exceptions to policy
Family & Medical Leave	7 days or less	8 days to one year	N/A
Governmental Service	7 days or less	8 days to one year	Greater than one year
Jury Duty	All	N/A	N/A
Leave With Pay in Lieu of Sabbatical	N/A	Up to one year	N/A (May not exceed one year)
Leave Without Pay	7 days or less	8 days to one year	Greater than one year
Military Service	7 days or less	8 days to one year	Greater than one year
Professional Meetings	7 days or less	8 to 14 days *	Exceptions to policy
Research Leave	7 days or less	8 to 14 days *	Exceptions to policy
Sabbatical Leave	N/A	Up to one year	N/A (May not exceed one year)
Sick Leave	7 days or less	8 days to one year	Greater than one year
Paid Medical Leave	N/A	N/A	All
Vacation Leave	All	N/A	N/A

\* See Extended Leave authority.

**B. Due Dates for Leave Requests**

Requests for leave must be submitted and approved prior to the beginning date of the pay period for the applicable quarter. An academic appointee who takes leave during the service period prior to obtaining approval is in violation of policy, which may result in loss of benefits and/or require repayment of salary.

Academic appointees are routinely covered 24 hours a day, worldwide, against accidental death or dismemberment in the amount of \$100,000 per person while on official university business. This benefit may be forfeited if the individual does not obtain advance approval prior to commencing the leave. For more information regarding this insurance coverage, please refer to PPM 365-13.

Particular attention also should be given to pay period versus service period issues. The chart below shows how a faculty member with an academic-year appointment is paid in relation to service periods. Leaves for such appointees must be submitted prior to the beginning date of the pay period for the affected quarter in order to avoid retroactive payroll adjustments.

Professors with academic-year appointments (on the General Campus and some at SIO) and those Lecturers and visiting faculty who are appointed for all three quarters during the academic year are paid in 1/12th increments (annual salary divided by 12) over a 12-month period. For these appointees, one quarter of service equals four months of pay at the 1/12th salary rate. See the 09/12 pay period column in the chart below.

Academic-year appointees (e.g., Lecturers) who are appointed for one or two quarters during the year are paid in 1/9th increments (annual salary divided by nine) over a three-month period (for one quarter) or a six-month period (for two quarters). For these appointees, one quarter of service equals three months of pay at the 1/9th salary rate. See the 09/09 pay period column in the chart below. See also the Academic and Administrative Calendar for applicable service periods.

<b>Quarter</b>	<b>09/12 Pay Period</b>	<b>09/09 Pay Period</b>
Fall Quarter	July 1 – October 31	October 1 – December 31
Winter Quarter	November 1 – February 28	January 1 – March 31
Spring Quarter	March 1 – June 30	April 1 – June 30

**C. Benefits While on Leave**

It is the responsibility of the individual approved for a leave of absence to research and resolve any benefits issues associated with the leave of absence. Academic appointees should discuss benefits implications with their department benefits representative or the UCSD Benefits Office.

Particular attention should be paid to any leave of absence that takes the individual out of his or her health plan service provider area. Health plans at UCSD may or may not provide coverage overseas or even out of the local area.

In addition, an individual who is on a leave of absence without pay or a leave with pay at less than 50% of regular salary may lose his or her benefits coverage during the leave period. Individuals who are approved for such leaves are encouraged to discuss benefits implications with their departmental benefits representative or the UCSD Benefits Office.

**D. Travel Advances and Reimbursement**

For policy and procedures related to travel advances and reimbursement, please refer to the UCSD Travel Web site.

Reimbursement of travel expenses through the university's accounting system requires preapproval of travel. Without this preapproval, an academic appointee may not receive reimbursement. In addition, if an academic appointee suffers accidental death or dismemberment during travel for which preapproval was not obtained, any supplemental death benefit provided may be forfeited.

**E. Summer Leaves for Academic-Year Faculty**

Academic-year appointees are not required to be in residence during the summer period. The summer period begins the day following the end of spring quarter and ends the day before the commencement of fall quarter.

Academic Leave of Absence/Sabbatical (ALAS) Forms should not be submitted for summer period leaves unless travel reimbursement is requested.

**F. Committee on Educational Policy (CEP) Approval**

Faculty members (including visiting faculty) must be present and available during final exam week. In cases where the absence of a course instructor cannot be avoided, the department chair or program director must seek CEP approval to designate another faculty member to administer the final examination. Nevertheless, faculty course instructors themselves must assign grades for the courses they teach. CEP will not recommend approval of faculty absences during finals week unless the faculty member has made arrangements in advance with the department chair or program director to have the final examination administered by an appropriate substitute.

**IV. REVISION HISTORY**

October 1, 2000	This policy was originally issued.
April 1, 2005	This policy was revised and reissued.
July 1, 2010	This policy was made effective.
April 23, 2018	Minor technical edits to update policy hyperlinks.