

**SPECIAL LEAVE OF ABSENCE GUIDE
(for UCSF Academic Personnel)**

Procedures:

1. Academic Leave Specialist (HR Shared Services) prepares [Special Leave of Absence Request Form](#).
2. Academic Leave Specialist obtains approval from Employee and Department Chair.
3. Academic Leave Specialist sends form to the Academic Affairs Specialist (VPAA Office).
4. Academic Affairs Specialist obtains approvals from the Vice/Associate Dean and the Academic Affairs Director.
5. Academic Affairs Specialist sends approved form back to the Academic Leave Specialist.
6. Academic Leave Specialist sends form to the Transaction Services Unit (TSU) for keying and, if applicable, provides childbearing/childrearing credit information to the Controller's Office.

Policy:

Childbearing / Extended Illness (Faculty)	Childbearing / Medical (Non-Faculty)	FMLA, Parental Leave	Personal (LWOP)	Military Leave	Governmental Leave
HS Comp Plan; APM 670	APM 710; Union Contract	APM 715; APM 760	APM 759	APM 751	APM 750

Definitions¹:

Leave	UCPath Definition for Academic Personnel
Bereavement	Leave of absence due to death of a family member or another person close to the employee.
Childbearing Leave*	Used when an expectant appointee is taking a leave for pregnancy (does not have to be FMLA eligible). Leave of absence granted to an employee who is disabled because of pregnancy, childbirth or related medical conditions. <i>[UCSF: CFRA cannot be used with this type of leave. Use the Parental Bonding leave code for period of leave during which the birth parent is no longer disabled.]</i>
Expired Work Authorization	Leave of absence given to employee to renew their expired work authorization.
Faculty Medical Leave*	Leave of absence granted to faculty who are unable to perform their job due to illness, injury or impairment. <i>[UCSF: Leave code not consistently available for faculty in UCPath. Use Medical Leave code as substitute.]</i>
Family Illness/Injury*	Leave of absence to care for spouse, domestic partner, child or parent with an illness, injury or disability. <i>[UCSF: Leave code not currently available for academics in UCPath. Use Medical Leave code as substitute.]</i>
Medical Leave*	Leave of absence for an employee who is unable to perform their job due to illness, injury or impairment. <i>[UCSF: Use for academics taking leave either for own serious health condition or for serious health condition of an eligible family member. For HCOMP faculty using the Extended Illness Leave benefit, use this leave code for both the initial two weeks under regular pay and the subsequent period of leave paid via the Comp Plan benefit. If not eligible for FMLA and CFRA, then select N/A option in FMLA/CFRA/PDLL field on form and clarify reason for ineligibility in Comments field on form.]</i>

¹ Cf. UCPath Job Aid: Extended Absence Request Leaves and Descriptions, v. 6/21

Leave	UCPath Definition for Academic Personnel
Military Leave	Leave of absence granted to employees called to active duty or for reserve or active duty training. Note: An employee who is not eligible for military leave with pay may elect to substitute accrued vacation leave and/or compensatory time off (or PTO, if applicable).
Military Spouse/Dom Ptr Leave*	Leave of absence for an employee who is a spouse or domestic partner of the Armed Forces, National Guard or Reserve where the qualified member is on leave from deployment during a period of military conflict.
Other Circumstances	<p>Leave of absence offered to University employees to accommodate for other circumstances for which they may need to take time away from work for personal reasons, such as school suspensions, school activities, victim of domestic violence/sexual assault/stalking, victims or serious/violent felonies, literacy leave, Family School Partnership Act or Administrative Leave.</p> <p><i>[UCSF: Should be used for HHMI leaves. Can be used for leaves that are not covered under any of the defined UCPath leave codes but which are subject to protection (e.g., by law, regulation, policy, etc.). Reason for leave must be provided in the Comments section of the Special LOA form when selecting this leave code. If reason for leave includes protected information, then can use the following disclaimer: "Reason for leave includes protected information that cannot be disclosed on this form. This is to confirm that this leave is not covered under any of the defined UCPath leave codes but is still subject to protection (e.g., by law, regulation, policy, etc.)."]</i></p>
Parental Bonding*	<p>Leave of absence for employee to bond with her/his 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 child within 12 months.</p> <p><i>[UCSF: Applies to intermittent/reduced schedules related to Parental Leave, if within 12 months of birth or placement of child. Should be used for leave periods when birth parent is no longer disabled. If not eligible for FMLA and CFRA, then select N/A option in FMLA/CFRA/PDLL field on form and clarify reason for ineligibility in Comments field on form.]</i></p>
Personal Leave	<p>Leave of absence granted to employee for employee's own personal reasons without pay.</p> <p><i>[UCSF: Can be used for leaves that are not covered under any of the defined UCPath leave codes and that are not subject to protection (e.g., by law, regulation, policy, etc.). Reason for leave must be provided in the Comments section of the Special LOA form when selecting this leave code. If reason for leave includes protected information, then should use Other Circumstances leave code.]</i></p>
Service to Government Agencies	<p>Leave of absence for employees to accommodate their need to be away from work to perform certain military service, public service, and civic duties.</p> <p><i>[UCSF: Prior approval may be required.]</i></p>
Special Research Leave	<p>Unpaid leave of absence granted for non-UC research activities.</p> <p><i>[UCSF: Can be used by FY faculty or NFAs, who are not eligible for sabbatical/professional development leave.]</i></p>
Special 2-Month Unpaid Lve LX	<p>Leave of absence granted to employees under the LX union who request a 2-month leave without pay.</p>
Workers' Comp*	<p>Leave of absence for employee who is injured or becomes ill as a result of work performed for the University.</p> <p><i>[UCSF: Only used when the employee is paid Temporary Disability; otherwise, use Medical Leave.]</i></p>

FMLA/CFRA/PDLL (Required if Leave has asterisk)	UCPath Definition for Academic Personnel
Employee's SHC-CFRA	<p>Leave of absence for employees who are unable to perform their job due to their own serious health condition, such as an illness, injury, impairment or mental condition covered under the California Fair Employment and Housing Act that contain family care and medical leave provisions for California employees</p>

FMLA/CFRA/PDLL (Required if Leave has asterisk)	UCPath Definition for Academic Personnel
Employee's SHC-FMLA	Used when CFRA is not being applied. <i>Not as commonly used.</i> Leave of absence for employees entitled to FMLA when they are unable to perform their job due to their own serious health condition such as an illness, injury, impairment or mental condition.
Employee's SHC-FMLA/CFRA	Used when running concurrently with FMLA. Leave of absence for employees entitled to FMLA when they are unable to perform their job due to their own serious health condition such as an illness, injury, impairment or mental condition also covered under the California Fair Employment and Housing Act that contain family care and medical leave provisions for California employees.
Family SHC-CFRA	Leave of absence when the employee's assistance is required to care for a domestic partner with a serious health condition or to care for an ill or injured service member if the service member is a child, parent, or spouse of employee. Under the California Fair Employment and Housing Act that contain family care and medical leave provisions for California employees. Starting on January 1,2021, employees may take leave to care for additional family members, including: an adult child, a child of a domestic partner, grandparent, grandchild, or sibling. Employees may elect to use the Pay for Family Care and Bonding pay option as income replacement at 70% of eligible earnings when leave is taken under the California Family Rights Act (CFRA) to care for a family member with a serious health condition.
Family SHC-FMLA	Leave of absence for employees entitled to FMLA when the employee's assistance is required to care for a child, spouse, or parent with a serious health condition. Employees may elect to use the Pay for Family Care and Bonding pay option as income replacement at 70% of eligible earnings when leave is taken under the Family and Medical Leave Act (FMLA) to care for a family member with a serious health condition.
Family SHC-FMLA/CFRA	<i>Used most commonly.</i> Leave of absence for employees entitled to FMLA when the employee's assistance is required to care for a spouse, domestic partner, child or parent with a serious health condition covered under the California Fair Employment and Housing Act that contain family care and medical leave provisions for California employees. Employees may elect to use the Pay for Family Care and Bonding pay option as income replacement at 70% of eligible earnings when leave is taken under Family and Medical Leaves (FMLs) qualifying reason under FMLA and/or CFRA to care for a family member with a serious health condition.
Military Caregiver-FMLA	Leave of absence for employees entitled to FMLA to care for a family member or next of kin who is a covered service member undergoing medical treatment, recuperation or therapy for a serious injury or illness. Employees may elect to use the Pay for Family Care and Bonding pay option as income replacement at 70% of eligible earnings when leave is taken under Family and Medical Leaves (FMLs) for Military Caregiver Leave.
Parental Bonding-CFRA	Leave of absence for employees to bond with her/his child after the child's birth or placement with the employee for adoption or foster care, and to attend matters related to the birth, adoption, or placement of the child within 12 months. Covered under the California Fair Employment and Housing Act that contain family care and medical leave provisions for California employees. Employees may elect to use the Pay for Family Care and Bonding pay option as income replacement at 70% of eligible earnings when leave is taken under Family and Medical Leaves (FMLs) qualifying reason under CFRA for Parental bonding.
Parental Bonding-FMLA	<i>Not Commonly Used.</i> Used when CFRA entitlement was used when FMLA didn't run concurrent. Leave of absence for employees entitled to FMLA to bond with her/his child after the child's birth or placement with the employee for adoption or foster care, and to attend matters related to the birth, adoption, or placement of the child within 12 months. Employees may elect to use the Pay for Family Care and Bonding pay option as income replacement at 70% of eligible earnings when leave is taken under Family and Medical Leaves (FMLs) qualifying reason under FMLA and/or CFRA for Parental bonding.
Parental Bonding-FMLA/CFRA	<i>Most commonly used.</i> Leave of absence for employees entitled to FMLA to bond with her/his child after the child's birth or placement with the employee for adoption or foster care, and to attend matters related to the birth, adoption, or placement of the child within 12 months. Covered under the California Fair Employment and Housing Act that contain family care and medical leave provisions for California employees. Employees may elect to use the Pay for Family Care and Bonding pay option as income replacement at 70% of eligible earnings when leave is taken under Family and Medical Leaves (FMLs) qualifying reason under FMLA and/or CFRA for Parental bonding.
Pregnancy Disability-FMLA/PDLL	Paid leave granted to an employee who is disabled because of pregnancy, childbirth or related medical conditions that runs concurrently with FMLA.

FMLA/CFRA/PDLL (Required if Leave has asterisk)	UCPath Definition for Academic Personnel
Pregnancy Disability-PDLL	Paid leave granted to an employee who is disabled because of pregnancy, childbirth or related medical conditions.
Qualifying Exigency-FMLA	Leave of absence for eligible employee who is the spouse, domestic partner, son, daughter or parent of a covered military member may take Qualifying Exigency Leave to attend to any qualifying exigency when the covered military member is on active military duty or has been notified of an impending call or order to active military duty in the Armed Forces. Employees may elect to use the Pay for Family Care and Bonding pay option as income replacement at 70% of eligible earnings when leave is taken under Family and Medical Leaves (FMLs) qualifying reason under Qualifying Exigency Leave.
N/A	UCSF: Not eligible for either FMLA or CFRA.

Special LOA Form Fields	Explanation
Comments	This field should be used to explain any details that are not self-evident in the form, such as reason(s) for unpaid leave, ineligibility for a benefit, justification(s) for job exclusion, etc.
Compensation	The purpose of this field is to track the source of compensation for a paid leave to ensure that a given benefit is not overused. This field should not be used for unpaid leaves.
Credit	Verification is required whether the employee's home department is eligible to receive credit for components of the employee's salary during a period of childbearing or childrearing leave.
PFCB Hours	This field is used to track PFCB hours being decremented when the PFCB benefit is being used to pay the employee's salary during a PFCB-eligible period of leave. This field should not be completed when the employee is being paid from their HS Comp Plan benefit.
Adjustments to Pay Components	Used to provide instructions for ending and reinstating individual components of the employee's additional pay. Not vetted by Academic Affairs Specialists nor Reviewers.
PFCB Tracking	Used to track calculation of PFCB usage, including PFCB days being decremented when a Health Sciences Compensation Plan benefit is being used to pay for a PFCB-eligible period of leave. Not vetted by Academic Affairs Specialists nor Reviewers.