

LEAVES**4015: LEAVES**

In accordance with [APM-710](#) and [APM-730](#), appointees in these titles do not accrue vacation or sick leave, but may be eligible for leaves of absence as allowed by the [MOU](#), including:

- Military Leave
- Pregnancy Disability Leave
- Short-Term Medical and Family-Related Leave
- Long-Term Medical and Family-Related Leave
- Bereavement Leave
- Jury Duty

In order to ensure proper coverage for leaves, ASEs are expected to contact their faculty supervisors as soon as the need for leave becomes known, but not less than one working day in advance of the start of the leave unless the leave is an unanticipated personal, family illness or bereavement leave. Requests for leave must be made by completing the [UCM AP-901](#) form for submission to the Academic Personnel Office, along with any necessary documentation (e.g., doctor's note for medical leave, certification of date of birth for childbearing leave, etc.). While it is the relevant department's responsibility to make arrangements for coverage, it is expected that the ASE will assist as much as reasonably possible.

At the sole discretion of the University, ASEs may be granted a longer period of leave than that provided in the MOU, but in no case can a leave be continued beyond the date of the ASE's current appointment.