

# ANNOUNCEMENTS

Join via Zoom: <https://ucmerced.zoom.us/j/88117335450>

Facilitated by Dr. Gene Crumley

## One Hour Leadership

**Friday, December 10 @ 12pm:**

*Leadership and the Art of Careful Observation*

In the 19th century people were sometimes referred to as naturalists. Today we would call them 'scientists' or 'researchers'. The type of science done today, here in the 21st century, is of course very different from that done in the 19th century. Nevertheless, what the best naturalists of 150 years ago have in common with the best scientists and researchers today is careful observation.

In this month's online 1 Hour Leadership session we'll be investigating the question, "What is the relationship between effective leadership and careful observation?"

These sessions are open to all faculty, staff, and students of UC Merced. If you have questions, please email [vpap@ucmerced.edu](mailto:vpap@ucmerced.edu)

UNIVERSITY OF CALIFORNIA  
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ACADEMIC PERSONNEL OFFICE



**Spring 2022**

## DEPARTMENT CHAIR WORKSHOPS

**Zoom link for all workshops:**  
<https://ucmerced.zoom.us/j/81758466472>

**Informal Chat with the Provost**  
*Discussion led by Gregg Camfield*  
Tuesday, January 18 at Noon

**Undergraduate Education**  
*Discussion led by VPDUE Sarah Frey*  
Wednesday, February 16 at Noon

**Assessing DEI Contributions**  
*Discussion led by faculty panel*  
Tuesday, March 15th at Noon

**Retaining Faculty**  
*Discussion led by Teenie Matlock and Zulema Valdez*  
Friday, April 15 at Noon

Organized by the Academic Personnel Office  
For any questions, please contact us at [VPAP@ucmerced.edu](mailto:VPAP@ucmerced.edu)

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ACADEMIC PERSONNEL OFFICE

For more information about upcoming events, visit  
<https://academicpersonnel.ucmerced.edu/events-and-important-dates>

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**ACADEMIC PERSONNEL**

**LEAVES AND  
ACCOMMODATIONS**

# Objectives

- General overview of the policies and procedures for leaves
- Identify and define the different types of leaves
- Provide leave related information and resources
- General overview of academic work-life program

# Online Resources

- Academic personnel website
- APM 700 through 760
- Bargaining units & contracts
- Leave forms
- Family-friendly policies
- COVID-19 Guidance for Academics

# Sabbatical Leaves (APM 740)

## Topics

- Eligibility
- Types of sabbatical
- Earning credits
- Using the charts for partial salary sabbatical
- Compensation while on leave
- Application process
- Reporting, post-sabbatical

(per APM 740)

# Qualifying Service

Eligible titles used at UCM

(per APM 740-11)

- Professors
- Lecturers With Security Of Employment (LSOE)

## Additional Factors

- 50% time or more in eligible title
- Full semesters in eligible titles

# Types of Sabbatical

## **Regular Sabbatical:**

- Relieved from regular duties
- Salary is at full or partial salary

## **In Residence Sabbatical:**

- Teach one regularly-scheduled class each semester of sabbatical or will perform an equivalent amount of instructional service in a course regarded as essential to the program of the campus
- Salary is at full or partial salary

# Accruing Credits

- ❖ Academic year                      2 semesters/year
  - Service must be at a minimum of 50% time, in eligible title, on regular pay status, to earn credit.
  - The year begins July 1 and ends June 30.

# Sabbatical credits ARE accrued...

- On a leave with pay of **less than one semester**
- On an appointment leave with the Howard Hughes Medical Institute or Ludwig Institute
- During an appointment of **less than 50%** to a University-sponsored research program, such as Miller Institute, Humanities Institute and Institute for Creative Arts
- On a Faculty Development Award leave
- On a Special IPA agreement (not a leave)
- On Education Abroad leave

# Sabbatical credits are NOT accrued...

- On sabbatical leave
- On a fellowship\*
- Leave without pay **for one full semester**
- Reduction in eligible title below 50%
- Leave with pay including administrative leave, sick leave, childbearing leave **for one full semester**
- During an appointment of **more than 50%** to a university-sponsored research program, such as Miller Institute, Humanities Institute and Institute for Creative Arts
- During the first semester of employment for a mid-semester hire.

# Compensation while on Sabbatical Leave

- Regular UC salary
- Nominal honoraria
- Travel and per diem
- Fellowship (honorific)
- Supplemental grant money (when on reduced salary leave)

# Application for Sabbatical Leave

- UCM-AP 901 sabbatical & leave of absence request form
- Sabbatical report from previous sabbatical
- Sabbatical proposal (see [APM 740-94](#))
  - History of the project
  - Significance of the project
  - Location
  - Assurances of cooperation
  - Description of financial support for professional activities (except as provided in APM 025 and APM 670)

# Return Service Requirement

- For each semester on sabbatical, one must immediately return to active university service for a period at least equal to the period of the leave.
- If an appointee fails to return to regular university employment after a sabbatical, they are obligated to refund the entire salary they received while on sabbatical.

# The Report

How I spent my sabbatical leave...

- What I did
- Where it was done
- Value of the sabbatical
- Explanation of any significant changes from the approved proposal
- Submit report within a (90) calendar days following return from leave

# Leaves with Pay for Professional Development

Short term leaves 7 calendar days or less ([APM 752](#))

Departmental approval – no leave form required

Short term leaves over 7 but under 30 calendar days ([APM 758](#))

Must submit a leave form outlining what the person will be doing. An itinerary is usually submitted. Requires VPAP approval.

Military Leaves  
([APM 751](#))

Leaves for Service to  
Governmental Agencies  
([APM 750](#))

# Leaves Without Pay (APM 759)

- These are primarily personal leaves
- Normally 1 year or less
- Must submit a leave form outlining what the person will be doing. Requires VPAP approval.

[\(per APM 759\)](#)

# Vacation

## Fiscal-year

- 50% for 6 months or more in order to accrue vacation (Post-doc scholars excluded – see APM 390-61)

## Accrual

- They accrue two working days for each month of full-time service.
- If they're 50 – 99%, they accrue at proportionate rate
- Maximum of 48 days/384 hours

***Remember, academic-year faculty do not accrue vacation***

# Use of Vacation

- Requires department approval
- Recorded in one day increments for exempt appointees and 15-minute intervals for non-exempt appointees
- May be used for sick leave
- Excess vacation accrual at the time of separation is paid
- Transferable to another UC if no break in service

# Sick Leave

Academic employees are eligible for one of the following types of sick leave:

1. Accrued sick leave
2. Approved medical leave

(per APM 710)

# Academic Titles that accrue Sick Leave\*:

- Professional Researcher, Project Scientist and Specialist
- Academic Librarian and Academic University Librarian
- Continuing Education Specialist (UNEX)
- Academic Administrator (Fiscal-year only)
- Academic Coordinator (Fiscal-year only)

\*Minimum appointment percentage of 50%, appointment for 6 months or more

# When a Professor needs to take Medical Leave...

The absence/leave needs to be:

- ❖ Requested in advance where possible.
- ❖ Approved prior to the event.
- ❖ Tracked and recorded.

# Medical Leave Eligibility for Faculty who do not accrue Sick Leave

## APM 710

- Members of the faculty (as defined in APM - 110-4-(15)) who are not participants of the health sciences compensation plan and who have a full-time appointment for at least a full academic year (two (2) semesters)
- Unable to work for reasons of personal illness, injury or disability

(per APM 710)

How much paid medical leave can a non-accruing faculty member receive?

Eligible faculty members with less than 10 years of UC service shall be granted a maximum of 1 semester for AY appointees, or 6 months for FY appointees, of consecutive or intermittent paid medical leave within a ten-year period for personal illness, injury or disability.

How much paid medical leave can a non-accruing faculty member receive?  
(continued)

Eligible faculty members **with 10 or more years of UC service** shall be granted a **maximum of 2 semesters for AY appointees, or 12 months for FY appointees**, of consecutive or intermittent paid medical leave within each subsequent ten-year period for personal illness, injury or disability.

# Disability Management Services (DMS)

Requests for disability accommodation should be handled in accordance with [APM – 711 reasonable accommodation for academic appointees with disabilities.](#)

## DMS contacts:

For questions see the [Disability Management Services](#) webpage or email: [benefits@ucmerced.edu](mailto:benefits@ucmerced.edu) or Ali Kalmin: [akalmin@ucmerced.edu](mailto:akalmin@ucmerced.edu)

# Family Medical Leave (FML)

## APM 715

- Eligible employees can receive leave for up to a total of 12 workweeks during a calendar year.
- Protections include:
  - health plan coverage continues as if on pay status
  - reinstatement rights
- Medical certification required

(per APM 715)

# Family Medical Leave (FML) APM 715 (continued)

Eligible academic appointees are entitled to take unpaid leave or to substitute accrued vacation or accrued sick leave for the following reasons:

- The appointee's own serious health condition;
- To care for the appointee's child, parent, spouse, or domestic partner (same sex or opposite-sex) with a serious health condition;
- To care for the appointee's newborn child or a child newly placed with the appointee for adoption or foster care.

# FML General Rules And Guidelines

FML is a DESIGNATION and does not guarantee pay status.

To be eligible for designation:

1. Must have a minimum of 12 months of cumulative service and
  2. worked 1250 hours (within a 12-month period preceding the beginning of leave; rolling period).
- Accrued sick leave may be used in order to receive pay while on family medical leave.

# FML General Rules And Guidelines (continued)

- For academics who do NOT accrue sick leave, refer to APM 710.
- Departments must maintain record of FML, including all supporting documentation. This includes the return-to-work certification.
- If you believe an academic is absent due to FML related reasons, the department is responsible for preliminarily designating the leave as FML, and providing the appointee with written notice of eligibility, etc. (See APM 715-30.B).

# FML General Rules and Guidelines (Continued)

- Intermittent leave
  - Exempt academics become non-exempt for purposes of tracking leave
  - Track as low as 15-minute increments
- Interactive process
  - Contact School Staff for guidance
  - School Staff should contact DMS and APO
- Return to work – form, limitations, accommodations
  - Contact dean's office for guidance
  - Dean's office should contact DMS and APO

# APM 760 – Childbearing Leave

- Up to 8 weeks, with the remainder of the semester as ASMD
- With or without salary, depending on title and sick leave accrual
- May have additional medical leave as needed and documented by medical provider

(per APM 760)

# APM 760 - ASMD

- Not a leave; modified workload
- Granted for parent with “fifty percent or more care of the child”
- Taken 3 months prior or within 12 months of the birth/adoption/placement of the child
- Partial or full teaching relief for faculty, and for other primarily teaching titles – partial teaching relief or the assignment of teaching assistants or readers
- For academics who are primarily non-teaching (research, clinical, etc.) – Modification to how/where work is done

# Parental Leaves

- Parental leave (without pay) may be granted for up to one year for each birth/adoption. ([APM 760-27](#))
- When combined with childbearing and ASMD, total time may not exceed one year per birth/adoption.

# Pay for Family Care Bonding

- Employees who qualify for PFCB can receive 70% of their eligible earnings for up to eight workweeks per calendar year. To qualify, the FML leave must be taken in a block of one workweek or more, for any of the following purposes:
  - Care for a family member with a serious health condition
  - Bonding with a new child
  - Military caregiver leave
  - Qualifying exigency leave

# Stopping/ Extending the Tenure/ Service Clock

## APM 760 and APM 133

- A faculty member with 50% or more care of a newborn child or a child newly placed for adoption or foster care.
- Clock extension limits:
  - one year per event
  - no more than two events during the probationary period.
- Even those who do not take leave or ASMD may request a clock extension for a qualifying event.

# • Postponement of Pre-Tenure Advancements

- An academic appointee may request to defer a personnel review to accommodate family needs in accordance with campus policies.
- Academic appointees shall not be arbitrarily disadvantaged because they have elected to take a childbearing or parental leave, to stop the clock, or to postpone a personnel review.
- The file shall be evaluated without prejudice as if the work were done in the normal period of service.
- APM 760-31

# Postponement of Post-Tenure Advancements

- Faculty may apply for deferral of post-tenure merits and promotions due to childbearing, adoption or placement.
  - [Standard STC form – AP 903](#)
    - COVID STC (AY 21-22 requests due by June 30, 2022)
    - [Special COVID-19 STC form](#) found on [COVID-19 Guidance for Academics webpage](#)
- Length may not exceed one year per event for a total of two years.
  - COVID related third-year extension of tenure/ security of employment clock is available to faculty as of July 1, 2020
    - [Third-Year Tenure/Security of Employment Clock Extension Request form](#)
    - Clock Extension (Requires UCOP's approval)
    - [Third- Year Tenure Clock Extension FAQs](#)

# Family Friendly Requests

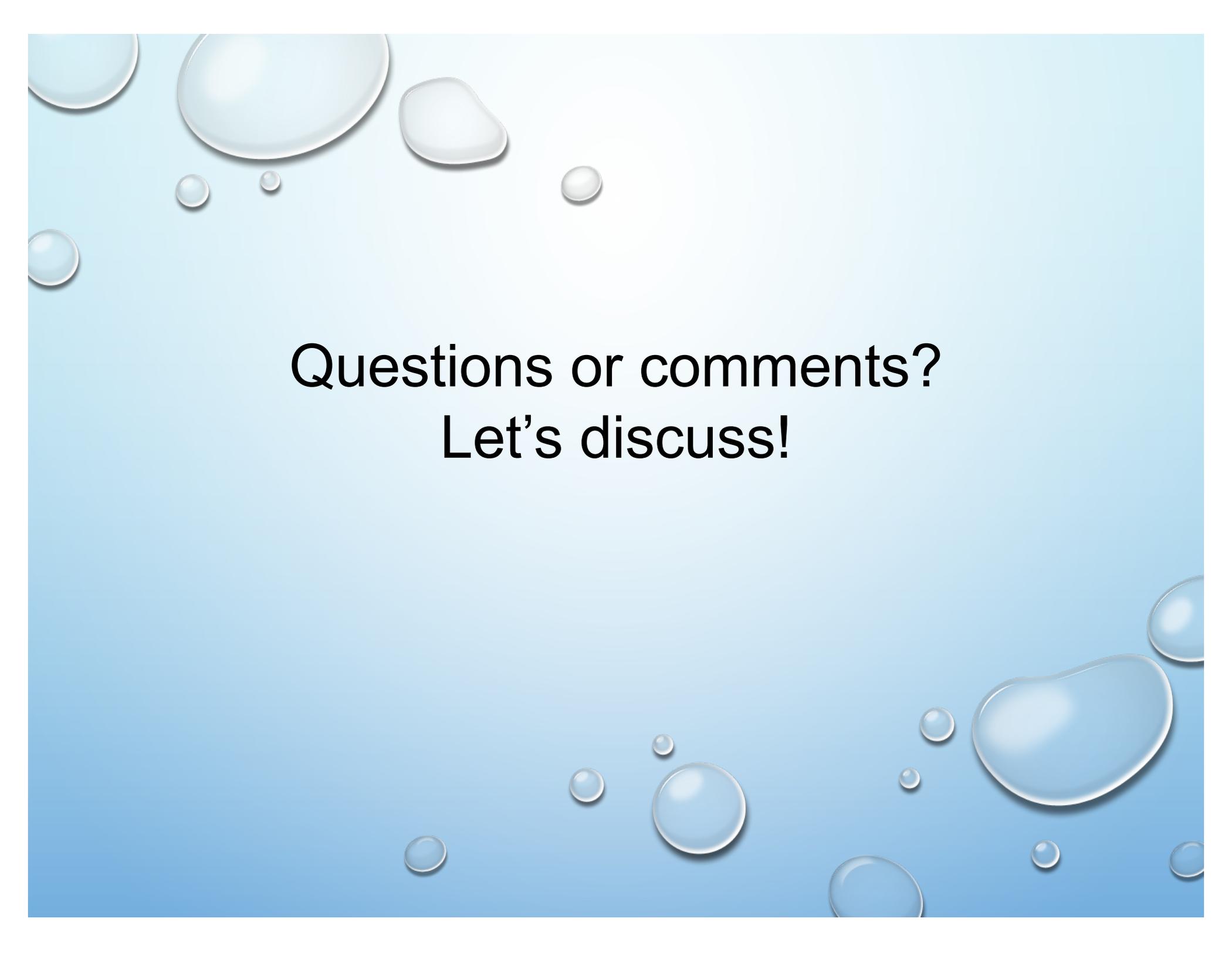
- Access the form to request ASMD, childbearing leave, parental bonding, and extensions on the clock on our APO website:

<https://academicpersonnel.ucmerced.edu/forms>

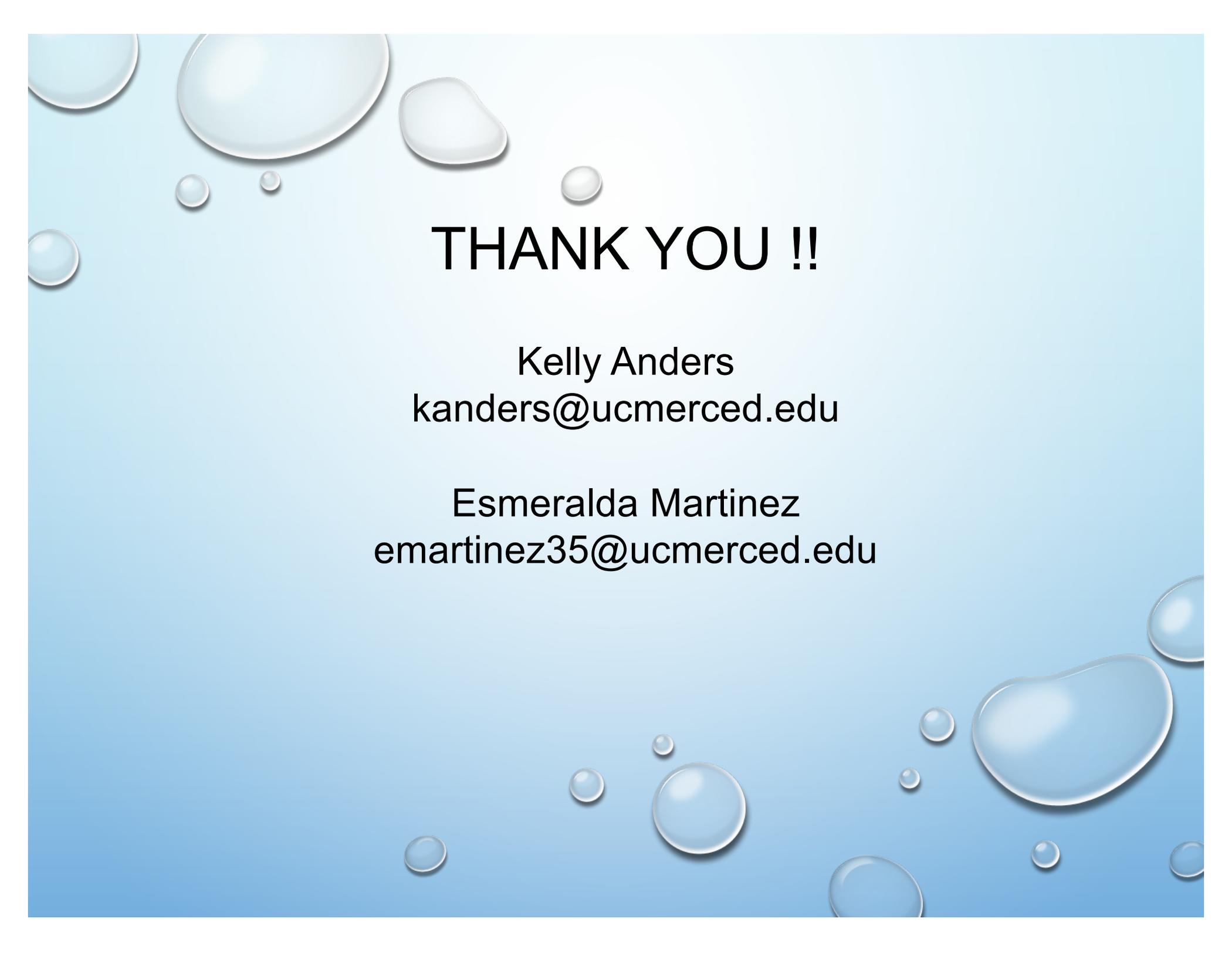
- Please fill out all sections completely!
- Please submit prior to the leave or ASMD semester

Family friendly policies webpage:

[https://academicpersonnel.ucmerced.edu/family\\_friendly\\_policies](https://academicpersonnel.ucmerced.edu/family_friendly_policies)



**Questions or comments?  
Let's discuss!**

The background is a light blue gradient with several realistic water droplets of various sizes scattered across it. The droplets have highlights and shadows, giving them a three-dimensional appearance.

# THANK YOU !!

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# Pay Period vs. Service Period

## **FISCAL YEAR**

Pay Period equal to  
Service Period

## **ACADEMIC YEAR**

Pay Period does not equal  
service Period

# Academic Year Pay Periods

Full academic-year appointment is paid as 9-month salary spread over 12 months (9/12)

FALL            July 1 – Dec 31

SPRING        Jan 1 – June 30

(First Paycheck Aug 1)

Semester-only appointment is paid 1/10<sup>th</sup> per month

FALL            Aug 1 – Dec 31

SPRING        Jan 1 – May 31

# Academic Year Service Periods

Full academic-year appointment service period is from the start of fall semester through spring semester finals, including intersession (APM 600-4 c.).

The service period for semester-only appointments do not include intersession. The service period starts on the first day of the semester through the last day of finals.

# Fiscal Year Pay Periods

## FOUR QUARTERS

### PAY PERIOD DATES:

<b>SUMMER</b>	<b>JULY 1 – SEPT. 30</b>
<b>FALL</b>	<b>OCT. 1 – DEC. 31</b>
<b>WINTER</b>	<b>JAN. 1 – MAR. 31</b>
<b>SPRING</b>	<b>APR. 1 – JUNE 30</b>

# Quiz

1. True or false? A professor in Political Science (AY) can take vacation in April.
2. True or false? ASMD is the same as a leave – the faculty member is not required to teach, do research, or provide service if they are on ASMD.
3. True or false? A professor in Mathematics (AY) has a bad case of the flu and is out for three-weeks. He needs to submit a leave request.
4. True or false? All academics are eligible for sabbatical leave.

\*\*See answer key in notes

# Counting and Applying Sabbatical Credits

## Academic Year Faculty



- Professor Marie Murphy, department of political science, academic-year (9/12)
- Date of appointment: spring semester 2014 (pay period start date 1/1/2014)
- Marie wants to take 1 year of sabbatical leave beginning fall semester 2022. What are her options, and has she accrued enough credits?

# Counting Marie's Credits Accrual Through 6/30/22

<b>YEAR</b>	<b>CREDITS ACCRUED</b>
• <b>2013-2014</b> (SPRING ONLY)	<b>1</b>
• <b>2014-2015</b>	<b>2</b>
• <b>2015-2016</b>	<b>2</b>
• <b>2016-2017</b>	<b>2</b>
• <b>2017-2018</b>	<b>2</b>
• <b>2018-2019</b>	<b>2</b>
• <b>2019-2020</b>	<b>2</b>
• <b>2020-2021</b>	<b>2</b>
• <b>2021-2022</b>	<b>2</b>
<b>TOTAL 6/30/22</b>	<b>17</b>

# Sabbatical Chart – Academic Year and Fiscal-Year Appointees Semester System

Qualifying service	Sabbatical leave credit	
	1 semester or (6 months*)	2 semesters (or** 1 year*)
4 semesters or 2 years	.44 salary	
5 semesters or 2 1/2 years	.56 salary	
6 semesters or 3 years	.67 salary	
7 semesters or 3 1/2 years	.78 salary	
8 semesters or 4 years	.89 salary or	.44 salary
9 semesters or 4 1/2 years	regular salary or	.50 salary
10 semesters or 5 years		.56 salary
11 semesters or 5 1/2 years		.61 salary
12 semesters or 6 years		.67 salary
14 semesters or 7 years		.78 salary
16 semesters or 8 years		.89 salary
18 semesters or 9 years		regular salary

\*Fiscal-year appointees accrue sabbatical leave in half-yearly intervals, excluding periods of leave of absence without salary. Six month or 1 year sabbatical leave credits apply to fiscal-year appointees only.

\*\* Salary is an average which may be paid unequally in different terms of leave.

# Applying Marie's Credits

- **Can Marie take 1 year of sabbatical at full pay?**
- **Can Marie take 1 year of sabbatical in residence?**
- **Can Marie take 1 year of sabbatical at partial salary?**

**\*\*See answer key in notes**

# Review

- Professor Smith has accrued 18 sabbatical credits and wants to take sabbatical leave spring semester 2023. In addition, he has advised his department he is planning to retire as of June 30, 2023. Is he eligible for the sabbatical leave?

\*\*See answer key in notes