



OFFICE OF THE PROVOST AND  
EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

OFFICE OF THE PRESIDENT  
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May 20, 2022

CHANCELLORS  
ACADEMIC COUNCIL CHAIR ROBERT HORWITZ  
LABORATORY DIRECTOR MICHAEL WITHERELL  
ANR VICE PRESIDENT GLENDA HUMISTON

**Re: Issuance of Revisions to Academic Personnel Manual (APM) Section 759, Leaves of Absence/Other Leaves Without Pay (APM - 759)**

Dear Colleagues:

I am formally issuing revised Academic Personnel Manual (APM) Section 759, Leaves of Absence/Other Leaves Without Pay (APM - 759). The revised policy is effective July 1, 2022, and may be found online on the [Academic Personnel and Programs website](#).

### **Background**

APM - 759 serves as the general “catch-all” policy governing leaves without pay taken for reasons that are not addressed elsewhere in the APM. Under APM - 759, Chancellors have the authority to grant a leave without pay for up to one year, and in certain cases, the leave may be extended for more than one year. These leaves are primarily personal leaves and may be requested for a variety of reasons, such as when a faculty member has the opportunity to work at a for-profit company, or when taking on a visiting appointment at another institution. In cases where the requested leave without pay will involve an outside professional activity, the leave request will typically accompany a “prior approval” request to engage in the outside professional activity pursuant to the University’s conflict of commitment policies.

In 2019-2020, Academic Personnel and Programs (APP) initiated a comprehensive review of the leave-related policies of the APM - 700 series, including APM - 759, Leaves of Absence/Other Leaves Without Pay. Proposed revisions to APM - 759 were distributed in 2020 for both management consultation and systemwide review as part of a larger package of leave-related policy revisions. During the 2020 systemwide review period, APP learned about a forthcoming recommendation from the Regents Working Group on Innovation Transfer and Entrepreneurship (“Regents Working Group”) regarding changes to APM - 759 concerning leaves without pay for innovation and entrepreneurial pursuits. Because of the forthcoming recommendation from the Regents Working Group, the pending revisions to APM - 759 were placed on hold in 2020 while the remainder of the leave-related policies were finalized and issued.

In May 2021, the Regents Working Group issued its [final recommendation report](#). Recommendation 9 of the final report specifies that APM - 759 be revised to explicitly state that a leave without pay may be used for innovation and entrepreneurship pursuits. In response, proposed revisions to APM - 759 were developed to clarify that a leave without pay may be granted for innovation and entrepreneurship activities, among other reasons. Proposed changes to APM - 759 were distributed to the University community for systemwide review from October 7, 2021, through January 26, 2022. Reviewers generally conveyed support for the proposed changes; several reviewers offered recommendations, some of which have been incorporated into the final policy language. Key policy changes are outlined below.

### Key Policy Changes

- **Addition of examples of “good cause” for a leave without pay.** Existing policy provided that leaves of absence without pay may be granted for “good cause.” To address Recommendation 9 from the Regents Working Group, language has been added to APM - 759-0 to further clarify that “good cause” for a leave without pay may include, but is not limited to, leaves for innovation and entrepreneurship activities. Other examples of “good cause” include service to a non-profit or non-governmental organization, a visiting appointment at another institution, professional development opportunities, or medical reasons under APM - 710, Leaves of Absence/Sick Leave/Medical Leave, when an appointee’s paid leave has been exhausted.
- **Leaves without pay exceeding one year in length.** Existing language in APM - 759-12 has been revised to clarify that a leave without pay shall not exceed one year in length; however, a leave may be renewed in increments of one year or less, but not indefinitely. In addition, the approval process for such leaves must take into account the impact of the requested leave on the teaching, research, and service obligations of a department.
- **Cross-references to other applicable policies.** Language has been added to APM - 759-0 to remind appointees that when they are on an approved leave of absence without pay, they are still considered University employees and must continue to comply with University policies on conflict of commitment and outside professional activities, such as APM - 025 for general campus faculty; and APM - 671 and local Health Sciences Compensation Plan (HSCP) School Implementing Procedures (“HSCP Implementing Procedures”) for faculty participating in the HSCP. The addition of this language does not constitute any new changes in policy or practice; it simply reminds appointees that they remain subject to conflict of commitment policies while on leave and should refer to these policies to determine their obligations while on leave. HSCP participants, in particular, should carefully review their local HSCP Implementing Procedures to determine whether and under what conditions leaves without pay may be requested.

- **Other revisions to improve overall clarity and intent.** Technical revisions were made throughout the policy to clarify the intent of existing policy language and to update the language to align with other APM policies.

## **Implementation**

The revised policy is effective on July 1, 2022. Additional systemwide guidance will be forthcoming to campus academic personnel offices and will include guidance on specific leave without pay scenarios under APM - 759. Campuses may also wish to review their local campus policies and procedures relevant to the implementation of APM - 759. In particular, health sciences schools may wish to review their existing local HSCP Implementing Procedures to create new procedures or clarify existing procedures to implement revised APM - 759. As a reminder, pursuant to APM - 670, any proposed new HSCP Implementing Procedures or revisions to existing HSCP Implementing Procedures must be submitted to UCOP for approval.

I wish to thank all members of the University community who participated in the consultation of the revisions to this important APM policy. Your contributions are deeply appreciated.

Sincerely,



Michael T. Brown, Ph.D.  
Provost and  
Executive Vice President for Academic Affairs

Enclosure

cc: President Drake  
Executive Vice Chancellors/Provosts  
Executive Vice President and Chief Operating Officer Nava  
Secretary and Chief of Staff Shaw  
Senior Vice President and Chief Compliance Officer Bustamante  
Vice Provost Carlson  
Vice President Lloyd  
Vice President Maldonado  
Vice Provosts/Vice Chancellors of Academic Affairs/Personnel  
Assistant Vice Provosts/Vice Chancellors for Academic Personnel  
Associate Vice Provost Lee  
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Chief of Staff and Executive Director Henderson

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