

# Executive Board

(Systemwide Senate Review) Proposed Revisions to APM  
- 710, Leaves of Absence/Sick Leave/Medical Leave

## Table of Contents

<b>Exec Divisional Response - EB re APM 710 2024 Apr</b>	1
<b>Exec 2024-04-01-APM 710 Systemwide Review Cover Letter</b>	2
<b>Exec 2024-04-01_DRAFT_APM-710_Tracked_Version</b>	5
<b>Exec 2023-04-24_APM-710_TRACKED</b>	18

April 19, 2024

James Steintrager  
Chair, UC Academic Senate

**Re: (Systemwide Senate Review) Proposed Revisions to APM- 710, Leaves of Absence/Sick Leave/Medical Leave**

Dear Chair Steintrager,

The divisional Executive Board (EB) reviewed the latest Proposed Revisions to APM - 710, Leaves of Absence/Sick Leave/Medical Leave at its meeting on April 11, 2024. They observed that the proposed language is confusing and lacks clarity. After discussion, members voted to approve a motion indicating the proposal needs clarification as to whom it applies: if it applies to regular series faculty, it would be a massive change that does not make sense given how faculty work and for which the implementation is unclear. (One student representative voted in favor of the motion.)

The Los Angeles Division of the Academic Senate appreciated the opportunity to review this proposal.

Sincerely,

Andrea Kasko  
Chair, UCLA Academic Senate

Cc: Kathy Bawn, Vice Chair/Chair Elect, UCLA Academic Senate  
Jessica Cattelino, Immediate Past Chair, UCLA Academic Senate  
April de Stefano, Executive Director, UCLA Academic Senate



OFFICE OF THE VICE PROVOST --  
ACADEMIC PERSONNEL

OFFICE OF THE PRESIDENT  
1111 Franklin Street, 10<sup>th</sup> Floor  
Oakland, California 94607-5200

April 1, 2024

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

**Re: Systemwide Review of Proposed Revisions to Academic Personnel Manual (APM)  
Section 710, Leaves of Absence/Sick Leave/Medical Leave**

Dear Colleagues:

Enclosed for systemwide review are proposed revisions to the following section of the Academic Personnel Manual (APM):

- Section 710, Leaves of Absence/Sick Leave/Medical Leave

The proposed revisions are to expand paid sick leave for part-time and full-time academic appointees.

### **Background**

Over the past few years, UC has made notable strides in supporting work-life balance, including the introduction of the Pay for Family Care and Bonding program in 2021 and protected leave following reproductive loss in 2024. To continue that progress, the University is proposing to expand access to paid sick leave. Academic Personnel and Programs convened a workgroup of representatives from campus academic personnel offices to discuss implementation options for extending paid sick leave to academic appointees currently ineligible for paid sick leave accruals under APM policy. Academic Personnel and Programs consulted with Systemwide Human Resources (SHR), Office of the President Labor Relations (OPLR) and UC Legal with the shared goal of expanding paid sick leave for paid employees by January 1, 2025.

### **Key Policy Revisions**

The proposed policy revisions to APM - 710 would extend eligibility for paid sick leave accruals or a paid sick leave bank to paid policy-covered academic appointees holding an appointment of at least 30 days in length who are currently ineligible for paid sick leave accruals under APM policy, expand the reasons for which an academic appointee may use paid sick leave, and provide paid sick leave protections. The proposed policy revisions provide paid medical leave to Agronomists, Astronomers, and Curators who have a full-time appointment for at least a full academic year. In addition, proposed policy revisions add notice requirements and extend the period during which paid sick leave may be reinstated if an appointee is reemployed after a

separation from employment. The proposed policy revisions include an updated title to clarify the policy applies to paid sick leave.

## Systemwide Review

Systemwide review is a public review distributed to the Chancellors, the Chair of the Academic Council, the Director of the Lawrence Berkeley National Laboratory, and the Vice President of Agriculture and Natural Resources requesting that they inform the general University community, especially affected appointees, about policy proposals. Systemwide review also includes a mandatory, full Senate review.

Academic appointees should be afforded the opportunity to review and comment on the draft policy, available on the [Academic Personnel and Programs website](#). Attached is a Model Communication which may be used to inform non-exclusively represented appointees about this proposal. The Labor Relations Office at the Office of the President is responsible for informing the bargaining units representing union membership about policy proposals.

We would appreciate receiving your comments no later than **April 30, 2024**. The comment period is thirty (30) days due to the proposed effective date of January 1, 2025, to allow for a minimum of six (6) months of implementation. Please submit your comments to [VP-AcademicPersonnel@ucop.edu](mailto:VP-AcademicPersonnel@ucop.edu) and indicate "APM - 710" in the subject line. If you have any questions, please contact Kelly Anders at [Kelly.Anders@ucop.edu](mailto:Kelly.Anders@ucop.edu).

Sincerely,



Douglas M. Haynes  
Vice Provost  
Academic Personnel and Programs

## Enclosures:

- 1) APM - 710, Leaves of Absence/Sick Leave/Medical Leave (clean copy)
- 2) APM - 710, Leaves of Absence/Sick Leave/Medical Leave (tracked changes copy)
- 3) Model Communication

cc: President Drake  
Provost and Executive Vice President Newman  
Executive Vice Chancellors/Provosts  
Executive Vice President and Chief Operating Officer Nava  
Executive Vice President Rubin  
Senior Vice President and Chief Compliance & Audit Officer Bustamante  
Vice President Lloyd  
Vice President Maldonado

Vice Provosts/Vice Chancellors for Academic Affairs/Personnel  
Academic Council Vice Chair Cheung  
Assistant Vice Provosts/Vice Chancellors for Academic Personnel  
Associate Vice Provost Lee  
Associate Vice President Matella  
Deputy General Counsel Woodall  
Executive Director Lin  
Chief of Staff Beecham  
Chief of Staff Kao  
Deputy CHRO and Chief of Staff Henderson  
Chief of Staff Levintov  
Chief Policy Advisor McAuliffe  
Principle Counsel Mastro  
Director Anders  
Director Chin  
Director Weston-Dawkes  
Director Teaford  
Associate Director DiCaprio  
Associate Director Jue  
Associate Director Soria  
Associate Director Woolston  
Associate Director Garcia  
Associate Director Menezes  
Associate Director Young  
Assistant Director LaBriola  
Labor Relations Manager Cortez  
Labor Relations Manager Garza  
HR Manager Crosson  
Policy Analyst Durrin  
Policy Analyst Miller  
Policy Analyst Wilson  
Administrative Officer Babbitt

**Benefits and Privileges: APM - 710 - Leaves of Absence/Paid Sick Leave/Paid Medical Leave****710-0 Policy**

~~Faculty members do not accrue sick leave. However, e~~

a. Eligible faculty members (as defined in APM - 110-4-(15)), Agronomists, Astronomers, and Curators, shall be granted paid medical leave for periods of personal illness, injury, or disability. (See APM - 710-11, or APM - 670-20-c-(1) and (2) if participating in the Health Sciences Compensation Plan (HSCP).)

b. Eligible faculty members (as defined in APM - 110-4-(15)), including those who are participants in the Health Sciences Compensation Plan (HSCP), Agronomists, Astronomers, Curators, and “by agreement” appointees in university extension pursuant to APM - 600 – Appendix 9, do not accrue paid sick leave and shall be granted a bank of paid sick leave in accordance with APM - 710-12.

~~b.c.~~ Eligible non-faculty academic appointees accrue paid sick leave. (See APM - 710-14 ~~and APM - 710-18.~~)

~~e.d.~~ APM - 710 does not apply to Postdoctoral Scholars (see APM - 390).

e. APM - 710 does not apply to student academic appointees.

~~f.~~ APM - 710 does not apply to academic appointees recalled pursuant to APM - 205. Recalled academic appointees are not eligible for paid medical leave, a paid sick leave bank, or accrual of paid sick leave.

~~e.g.~~ For academic appointees holding an appointment with a specified ending date, paid sick leave or paid medical leave shall not be approved beyond the ending date of the appointment. In the event the appointment is renewed or extended or a subsequent appointment is made, further leave may be granted.

~~f.h.~~ See APM - 715-20 regarding the use of paid sick leave or paid medical leave during qualifying family and medical leaves ~~taken: (i) for the appointee’s own serious health condition; (ii) for Pregnancy Disability Leave; (iii) for Parental Bonding Leave; (iv) to care for the appointee’s child, parent, parent in law, spouse, domestic partner, designated person, grandparent, grandchild, or sibling with a serious health condition; or (v) for Military Caregiver Leave.~~

~~g.i.~~ A paid or unpaid leave taken under this policy shall be counted against the appointee’s family and medical leave entitlement if the leave qualifies as family and medical leave. (See APM - 715-0).

~~h.j.~~ For exclusively represented academic appointees, ~~also~~ refer to the applicable Memorandum of Understanding.

**710-1 Related Policies**

For other related policies, refer to the Academic Personnel Manual sections listed below:

- a. [APM - 133](#), Limitation on Total Period of Service with Certain Academic Titles
- b. [APM - 670](#), Health Sciences Compensation Plan
- c. [APM - 711](#), Reasonable Accommodation for Academic Appointees with Disabilities
- d. [APM - 715](#), Leaves of Absence/Family and Medical Leave
- e. [APM - 730](#), Leaves of Absence/Vacation
- f. [APM —758](#), Leaves of Absence/Other Leaves with Pay
- g. [APM - 760](#), Family Accommodations for Childbearing and Childrearing

**710-11 Eligibility for Paid Medical Leave for Academic Appointees Who Do Not Accrue Paid Sick Leave**

Paid medical leave benefits for faculty who are participants of the HSCP are described in [APM - 670](#) and the relevant School Implementing Procedures and Department Guidelines. In the absence of specific School Implementing Procedures, the leave provisions as described in this policy will be used. Extended illness leave for HSCP participants may not exceed the maximum time period allowable under APM - 710-11-a and b.

Eligible Members of the faculty (as defined in [APM - 110-4-\(15\)](#)), Agronomists, Astronomers, and Curators, who are not participants of the HSCP and who have a full-time appointment for at least a full academic year (three (3) quarters or two (2) semesters) who are unable to work for reasons of personal illness, injury, or disability shall be granted paid medical leave as follows:

a. 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.

a.b. Eligible faculty members with less than ten (10) years of University of California service in a title listed in [APM - 110-4-\(15\)](#) that does not accrue paid sick leave shall be granted a maximum of two (2) quarters (or one (1) semester) for academic-year appointees, or six (6) months for fiscal-year appointees, of consecutive or intermittent paid medical leave within a ten (10) year period for personal illness, injury, or disability.

b. Eligible faculty members with ten (10) or more years of University of California service in a title listed in [APM - 110-4-\(15\)](#) that does not accrue paid sick leave shall be granted a maximum of three

- c. (3) quarters (or two (2) semesters) for academic-year appointees, or twelve (12) months, for fiscal-year appointees, of consecutive or intermittent paid medical leave within each subsequent ten (10) year period for personal illness, injury, or disability.
- d. Paid medical leave under APM - 710-11 and [APM - 670-20-c](#) does not accrue. Therefore, if it is not used, it does not carry over to subsequent ten (10) year periods and does not convert to University of California Retirement Plan (UCRP) service credit upon retirement. Each ten (10) year period starts a new period of paid medical leave eligibility.
- ~~e.a. 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.~~
- ~~f.e.~~ University of California Retirement Plan (UCRP) service credit accrues while an appointee is on a UC-paid medical leave, in accordance with UCRP provisions.
- ~~g.f.~~ Faculty members may also be eligible for employer-paid Basic Disability benefits and, if enrolled, for University of California employee-paid Voluntary Short-Term or Voluntary Long-Term Disability Insurance benefits.
- ~~g.~~ While receiving injury or illness compensation under the Workers' Compensation Act, an absent faculty member may use available paid medical leave to supplement Workers' Compensation payments, provided the total of the medical leave pay and workers' compensation benefit does not exceed the appointee's University of California Retirement Plan (UCRP) covered compensation for the period.
- ~~h.—~~

This policy provides paid leave in addition to normal childbearing and childrearing leaves. (See [APM - 760-25-b](#) or [APM - 670-20-c\(2\)](#).)

#### **710-12 Eligibility for a Paid Sick Leave Bank for Academic Appointees Who Do Not Accrue Paid Sick Leave**

Eligible members of the faculty (as defined in APM - 110-4-(15)), including those who are participants in the Health Sciences Compensation Plan (HSCP), Agronomists, Astronomers, Curators, and "by agreement" appointees in university extension pursuant to APM - 600 – Appendix 9, who also have an appointment of at least thirty (30) calendar days in a calendar year shall receive a bank of six (6) days of paid sick leave per calendar year. The bank will be credited and available for use on the next working day following the first month or quadri-weekly pay cycle. A new bank of six (6) days of paid sick leave is subsequently available on January 1 of each following year. The bank of unused paid sick leave days expires on each December 31 or the last date of appointment if the appointment ends before December 31. The paid sick leave bank is distinct and separate from accrued paid sick leave as described in section APM - 710-14. The maximum number of days an academic appointee can have in a paid sick leave bank at any time is six (6) days. The paid sick leave bank does not accrue and does not carry over.

#### **710-14 Eligibility and Rate of Accrual for Accrual of Paid Sick Leave**



## BENEFITS AND PRIVILEGES

Leaves of Absence/Paid Sick Leave/Paid Medical Leave

DRAFT

APM - 710

The following groups of non-student academic appointees who have a paid appointment of at least thirty (30) calendar days and a Full-Time Equivalent (FTE) percentage shall accrue paid sick leave-credit, provided the appointment is at fifty percent (50%) or more time. Appointees at less than fifty percent (50%) time do not accrue sick leave. Visiting appointees in the following titles or series are eligible to accrue paid sick leave credit provided they have a paid appointment of at least thirty (30) calendar days. (See APM - 230-20-f.) For appointees in the following title series who are covered by a Memorandum of Understanding, accrual of paid sick leave is governed by the applicable Memorandum of Understanding.

a. Academic Administrator series

b. Academic Coordinator series

c. Associate University Librarian and Assistant University Librarian

d. Continuing Educator series

e. Cooperative Extension Advisor series

f. Coordinator of Public Programs series

g. Librarian series

a-h. Professional Research series

i. Project (e.g., *Scientist*) series

b-j. Specialist series

e-k. Specialist in Cooperative Extension series

~~a. Cooperative Extension Advisor series~~

~~d-a. Librarian series~~

~~e-a. Associate University Librarian and Assistant University Librarian~~

~~f-a. Continuing Educator series~~

~~g-l. University Extension Teachers~~

~~h-a. Academic Administrator series~~

~~i-a. Academic Coordinator series~~

~~j. Coordinators of Public Programs~~

~~k.a. Project (e.g., Scientist) series~~

### **~~710-18 Rate of Accrual~~**

Eligible fiscal-year appointees accrue paid sick leave at the rate of one (1) working day per month for full-time service, including leaves with pay. Eligible academic-year appointees accrue paid sick leave only during the months of their service period, at the rate of one (1) working day per month for full-time service, including leaves with pay. Eligible appointees at ~~fifty percent (50%) or more time~~ less than full-time accrue paid sick leave at a rate proportionate ~~rate to their appointment; appointees at less than fifty percent (50%) time do not accrue sick leave.~~

Accrued paid sick leave is credited and available for use on the next working day following each month or quadri-weekly pay cycle in which it is earned, except that eligible separating academic appointees earn proportionate paid sick leave through their last day on pay status.

An appointee who is on leave without pay for a work-incurred injury, illness, or disability and is receiving temporary disability payments accrues paid sick leave on the same basis as if regularly employed, but such accrued paid sick leave is credited to the appointee only upon return to work.

There is no maximum limit on the amount of paid sick leave that can be accrued, and unused accrued sick leave carries over from one year to the next.

### **710-20 Use of Paid Sick Leave Bank and Accrued Paid Sick Leave**

Use of paid sick leave ~~accrued sick leave for academic appointees listed in APM 710-14~~ is governed by the following:

- a. “Paid sick leave” refers to an academic appointee’s (1) paid sick leave bank, when appointed in a title in which a paid sick leave bank is provided, or (2) accrued paid sick leave, when appointed in a title in which paid sick leave accrues. Eligible academic appointees may only use a paid sick leave bank when appointed in a title in which a paid sick leave bank is provided and may only use accrued paid sick leave when appointed in a title in which paid sick leave accrues. Paid sick leave is available for use only on scheduled workdays.
- b. If the need to take paid sick leave is foreseeable, an academic appointee must provide reasonable advance notification of the need to use paid sick leave to their supervisor, department chair, or equivalent academic unit head, either orally or in writing, including the expected length of the leave and whether the appointee is designating the paid sick leave as protected. If the need to take paid sick leave is unforeseen, an academic appointee must inform their supervisor, department chair, or equivalent academic unit head, as soon as practicable either orally or in writing and include whether the appointee is designating the paid sick leave as protected. When appropriate, the academic appointee may be required to provide documentation supporting the need for paid sick leave.

Academic appointees must comply with local procedures concerning notice requirements.

For paid sick leave used during a family and medical leave, see APM - 715.

- c. Paid sick leave ~~Accrued sick leave~~ shall be used in keeping with normally approved purposes including ~~personal illness; medical appointments~~ diagnosis, care, or treatment of an existing health condition; preventive care; childbearing and childrearing (see APM - 715 and 760); ~~or~~ disability; for the purposes outlined in APM - 710-20-g if an academic appointee is a victim of domestic violence, sexual assault, or stalking; or for the purposes specified in APM - 758. The University will maintain the confidentiality of health information or information related to domestic violence or sexual assault regarding an appointee or appointee's family member and will not disclose such information except as required by law.
- a.d. Paid sick leave ~~Accrued sick leave~~ can also be used for ~~medical appointments or illness of~~ diagnosis, care, or treatment of an existing health condition or preventive care for an appointee's child regardless of age or dependency status, parent, spouse, domestic partner, sibling, grandparent, grandchild, or designated person. For paid sick leave purposes, a "designated person" is ~~any individual related by blood or whose association with the appointee is the equivalent of a family relationship. The appointee may a person identified by the designated person~~ appointee at the time the appointee requests paid sick leave. ~~A, and~~ appointees are limited to one designated person per calendar year ~~for sick leave purposes~~. In-laws or step relatives in the relationships listed, including relatives of the domestic partner who would be covered if the domestic partner were the appointee's spouse, are also covered. "Child" also includes an adopted or foster child, legal ward, or a child to whom the appointee stands in place of a parent (in loco parentis). "Parent" also includes an adoptive parent, foster parent, or legal guardian of an appointee or the appointee's spouse or domestic partner, or a person who stood in place of a parent (in loco parentis) when the appointee was a minor child. This provision also covers other persons residing in the appointee's household.
- b.e. Paid sick leave ~~Accrued sick leave~~ may be used, at the appointee's option, during family and medical leave to which the appointee is entitled under APM - 715 when the appointee is taking family and medical leave for any covered reason other than qualifying exigency leave. (See APM - 715-0-f for information on Qualifying Exigency Leave). In the case of the appointee's own illness, the appointee may be eligible for employer-paid Basic Disability benefits and, if enrolled, for University of California employee-paid Voluntary Short-Term or Voluntary Long-Term Disability Insurance benefits.
- e.f. While receiving injury or illness compensation under the Workers' Compensation Act, an absent appointee may also use their paid sick leave bank when appointed in a title in which a paid sick leave bank is provided or accrued paid sick leave when appointed in a title in which paid sick leave accrues to supplement workers' compensation payments provided the total of the paid sick leave pay and workers' compensation benefit does not exceed the appointee's University of California Retirement Plan (UCRP) covered compensation for the period.

- g. Paid sick leave may be used by an academic appointee who is a victim of domestic violence, sexual assault, or stalking in order to (1) obtain or attempt to obtain any relief, including but not limited to a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or their child; (2) seek medical attention for injuries caused by crime or abuse; (3) obtain services from a domestic violence shelter, program, rape crisis center, or victim services organization or agency as a result of the crime or abuse; (4) obtain psychological counseling or mental health services related to an experience of crime or abuse; or (5) participate in safety planning or take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.
- h. Compensation during use of paid sick leave is provided at a rate commensurate with the percentage of appointment in effect during the appointee's leave.
- ~~d.i.~~ i. Accrued paid sick leave shall be used in proportion to the reduced workload during periods of active service-modified duties. (See APM - 760-28-b(2).)
- j. Academic appointees with term appointments will not be granted paid sick leave beyond the end date of the term appointment except in cases of reappointment.
- k. An academic appointee's paid sick leave bank, if appointed in a title in which a paid sick leave bank is provided, is automatically protected paid sick leave if the appointee uses the days for any of the purposes specified below and complies with the notice requirements provided in APM - 710-20 b. An academic appointee appointed in a title in which paid sick leave accrues may designate up to six (6) days per calendar year of accrued paid sick leave as protected paid sick leave if the appointee uses the days for any of the purposes specified below and complies with the notice requirements provided in APM - 710-20 b.

Protected paid sick leave includes and runs concurrently with kin care leave, which is not a separate leave entitlement. California's kin care law authorizes employees to use up to one-half of the sick leave they accrue annually for the purposes for which employees may use protected paid sick leave (e.g., this would be six (6) days for a fiscal year appointee who accrues twelve (12) days of paid sick leave a year). The University prohibits any form of retaliation or discrimination against an academic appointee for using or attempting to use protected paid sick leave; for making a complaint or alleging a violation of the protected paid sick leave provisions in this policy; for cooperating in an investigation regarding the same; or for opposing any policy, practice, or act that is prohibited by the protected paid sick leave provisions of this policy.

Academic appointees may use protected paid sick leave for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, the academic appointee or an academic appointee's family member or for those reasons specified in APM - 710-20 f. for an academic appointee who is a victim of domestic violence, sexual assault, or stalking. The following definitions apply to protected paid sick leave. "Family member" means an appointee's child, parent, spouse, domestic partner, sibling, grandparent, grandchild, or designated person. Regardless of age or dependency status, "child" means a biological, adopted, or foster child,

stepchild, legal ward, or a child to whom the appointee stands in place of a parent (in loco parentis). "Parent" means a biological, adoptive, or foster parent, stepparent, or legal guardian of the appointee or the appointee's spouse or domestic partner, or a person who stood in place of a parent (in loco parentis) when the appointee was a minor child. "Designated person" is a person identified by the appointee at the time the appointee requests paid sick leave. Appointees are limited to one designated person per calendar year for paid sick leave purposes. Other paid sick leave usage is covered by the other policy requirements.

#### **710-22 Recording Paid Medical Leave, Paid Sick Leave Bank, and Paid Sick Leave Accrual and Use**

Each department or administrative unit is responsible for maintaining a complete and accurate record of all paid medical leave, paid sick leave bank, and accrued paid sick leave available and used by eligible academic appointees, including the academic appointees' current available leave balance(s).

Non-exempt academic appointees will record paid sick leave use to the nearest quarter hour.

The University will record paid sick leave used by exempt academic appointees in full-day increments or in increments not less than that portion of the day during which an academic appointee on less than full-time pay status is normally scheduled to work. The foregoing does not apply when an academic appointee is taking family and medical leave on an intermittent or reduced schedule basis. (See APM - 715.) If the appointee elects to use paid sick leave during a family and medical leave (see APM - 715-20-b), the appointee's paid sick leave balance will only be deducted for the actual amount of time taken as family and medical leave. An appointee who is eligible for paid sick leave but elects to take family and medical leave as unpaid leave shall not be paid for any hours or partial hours taken as family and medical leave.

#### **710-24 Authority**

Authority of Chancellors includes the Executive Vice President and Chief Operating Officer, the Provost and Executive Vice President, and the Vice President—Agriculture and Natural Resources in their areas of authority.

Authority to review and approve requests for paid sick leave and paid medical leave has been delegated as follows:

- a. The Chancellor shall determine the appropriate documentation -and campus approval procedures for all paid and unpaid leaves ~~due to illness, injury, or disability~~.
- b. The criteria used under the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and the Pregnancy Disability Leave Law (PDLL) regulations will be used to determine required ~~medical~~ documentation during any family and medical leave (see APM - 715). The Chancellor should establish standards and procedures for the review of appropriate ~~medical~~ documentation for all other paid and unpaid leaves ~~due to illness, injury, or disability~~. The information to be provided should include the appointee's estimated return to work date. Campuses should determine what constitutes adequate ~~medical~~ certification for approval of

leaves that do not qualify as family and medical leave and when such documentation will be required. The University may require certification from a University-selected health-care provider before approving a leave that does not qualify as family and medical leave, in which case the University shall pay the reasonable costs of any medical examinations requested or required by the University.

- c. For academic appointees eligible ~~to accrue~~ for paid sick leave, the Chancellor may approve paid sick leave up to the total of an appointee's paid accrued sick leave ~~credit~~ balance.
- d. For ~~faculty members~~ academic appointees who do not accrue paid sick leave, the Chancellor is authorized to approve paid medical leave for personal health reasons in accordance with APM - 710-11 or APM - 670-20-c and campus guidelines. Such paid medical leave should be approved in advance whenever possible. Occasionally a Dean or department chair approves leaves for illness, injury, or disability for less than one (1) month. Such leaves should be counted against the maximum amount of paid medical leave provided under APM - 710-11 or APM - 670-20-c. For any period of paid medical leave longer than one (1) month, prior approval should be obtained from the designated campus authority to avoid conversion to unpaid leave.
- ~~e. For academic appointees who do not accrue sick leave and who are not eligible for paid medical leave under APM - 710-11 or APM - 670-20-c, Chancellors may approve leave with or without pay pursuant to APM - 758 and APM - 759.~~
- ~~f.e.~~ Academic appointees are urged to apply for disability benefits before periods of paid sick leave or paid medical leave end.
- ~~g.f.~~ If an appointee exhausts paid accrued sick leave or paid medical leave, as applicable, and is still unable to return to work, Chancellors may approve leave without pay for up to one (1) year and may approve a longer leave without pay pursuant to APM - 759. Updated medical information or documentation shall be required to demonstrate the appointee's continuing inability to return to work. (Alternatively, APM - 080, Medical Separation, may be appropriate for long-term disability that cannot be reasonably accommodated).
- ~~h.g.~~ When an academic appointee is ready to return to work, the chair, in consultation with the Disability Management Office (or equivalent), may evaluate the appointee's ability to resume the duties of the position. The chair may request a release to return to work and/or request a health-care provider's statement outlining any limitations and any accommodations that might be requested. (See APM - 711, Reasonable Accommodation for Academic Appointees with Disabilities). For leaves that do not qualify as family and medical leave, the University may require certification from a University-selected health-care provider before approving a return to work, in which case the University shall pay the reasonable costs of any medical examinations requested or required by the University.

### 710-28 Reasonable Accommodation for Academic Appointees with Disabilities

It is the policy of the University to provide reasonable accommodations to otherwise qualified academic



appointees who are disabled or become disabled and need assistance to perform the essential functions of their positions, provided that the accommodation does not pose an undue hardship (see [APM - 711](#)).

### **710-38 Relation with Family and Medical Leave Entitlement**

An appointee eligible for family and medical leave is entitled to up to twelve (12) workweeks of unpaid leave in a calendar year, unless the leave is taken as Military Caregiver Leave, which may be for up to twenty-six (26) workweeks in a single twelve (12) month period (see [APM - 715-17](#)), or Pregnancy Disability Leave, which may be for up to four (4) months per pregnancy (see [APM - 760-25](#)). For academic appointees who accrue paid sick leave and/or vacation leave, accrued paid leave may be used during a family and medical leave that would otherwise be unpaid as described in [APM - 715-20](#). For academic appointees who do not accrue paid sick leave and/or vacation leave, the paid sick leave bank may be used during a qualifying family and medical leave that would otherwise be unpaid as described in APM - 715-20, or the Chancellor may approve leave with pay (see [APM - 710-11](#) or [APM - 670-20-c](#) for faculty who participate in the HSCP). Family and medical leaves will run concurrently with other approved leave(s) taken for a purpose that meets the criteria for a family and medical leave. See [APM - 710-11](#) regarding the maximum amount of paid medical leave that may be granted to faculty members for reasons of personal illness, injury, or disability.

### **710-40 Effect on the Eight-Year Probationary Period of Assistant Professors**

To determine years toward the eight-year limitation of service, the combined total periods of approved leave unrelated to academic duties and time off the tenure clock may not exceed two (2) years. (See [APM - 133-17-g](#), Applicability of Periods of Leave.)

### **710-42 Sabbatical Leave Credit**

Sabbatical leave credit is not accrued during a leave of absence with pay for one (1) quarter or semester or more, or for a leave of absence without pay of any length. (See [APM - 740-11-h \(3\) and \(4\)](#).)

### **710-43 Transfer of Paid Sick Leave Bank**

An appointee who transfers, without a break in employment and within the same calendar year, from one position within the University in which a paid sick leave bank is provided to another position within the University in which a paid sick leave bank is provided shall have any available and unused paid sick leave from the paid sick leave bank transferred.

An appointee who transfers, without a break in employment, from a position within the University in which a paid sick leave bank is provided to another position within the University in which paid sick leave accrues shall not have the paid sick leave bank transferred. However, the appointee shall retain any unused paid sick leave from the paid sick leave bank until December 31 of that year, which may be available for use if the appointee later transfers to a position in which a paid sick leave bank is provided. Any unused paid sick leave from the paid sick leave bank may be available for conversion to UCRP service credit if the appointee retires, in accordance with UCRP provisions, before the paid sick leave bank expires on December 31.

Unused paid sick leave from paid sick leave banks will be converted to UCRP service credit at retirement, in accordance with UCRP provisions, if an appointee retires within four (4) months after leaving University employment.

#### **710-44 Transfer of Accrued Paid Sick Leave**

An appointee who transfers, without a break in employment, from one position within the University in which paid sick leave accrues to another position within the University in which paid sick leave accrues shall have ~~the~~ any unused accrued paid sick leave transferred.

An appointee who transfers, without a break in employment, from a position within the University in which paid sick leave accrues to another position within the University in which a paid sick leave bank is provided ~~sick leave does not accrue~~ shall not have any prior paid sick leave accruals transferred. However, the appointee shall retain the accrued paid sick leave balance, which may be available for use if the appointee later transfers to a position in which paid sick leave accrues or for conversion to UCRP service credit if the appointee retires, in accordance with UCRP provisions.

Unused accrued paid sick leave balances will be converted to UCRP service credit at retirement, in accordance with UCRP provisions, if an appointee retires within four (4) months after leaving University employment.

#### **710-46 Reinstatement of Paid Sick Leave**

An academic appointee who separates from the University shall not be paid for any unused paid sick leave at the time of separation.

An appointee who separates from the University and is rehired within one (1) year from the date of separation ~~is reemployed after a separation from employment of less than fifteen (15) calendar days~~ shall have all unused accrued paid sick leave from prior service reinstated, unless the leave balance was previously converted to UCRP service credit upon retirement. ~~If the separation from employment lasted more than fifteen (15) calendar days but less than six (6) months, not more than eighty (80) hours of accrued sick leave shall be reinstated as determined by the Chancellor.~~ If the separation lasted for more than six (6) one (1) year months (180 days) or more, unused accrued paid sick leave shall not be reinstated.

An appointee who is reemployed in the same calendar year in which they previously received a paid sick leave bank, shall have unused days from their previous paid sick leave bank reinstated unless the leave balance was previously converted to UCRP service credit upon retirement.

For purposes of this section only, State of California service shall be treated the same as University service.

~~An appointee who is reemployed from layoff status shall have all accrued sick leave reinstated in accordance with APM 145-36, Benefits Upon Reemployment.~~



**710-95 Records**

Chancellors and Vice Presidents shall assure that appropriate records are maintained in the department (or specified unit) for those academic appointees under their jurisdictions. Records relating to family and medical leave shall be maintained separately from other personnel records.

**Revision History**January 1, 2025

- Policy title updated to clarify the policy applies to paid sick leave.
- Policy updated to provide paid medical leave to Agronomists, Astronomers, and Curators who have a full-time appointment for at least a full academic year.
- Policy updated to permit paid sick leave accrual and usage to certain academic appointees who have a paid appointment of at least thirty (30) calendar days, and to those with less than 50% appointments.
- Policy updated to provide a paid sick leave bank to all faculty, Agronomists, Astronomers, and Curators who have an appointment of at least thirty (30) calendar days.
- Policy updated to provide a paid sick leave bank to academic appointees in university extension who do not accrue sick leave who have an appointment of at least thirty (30) calendar days.
- Policy updated to include protected paid sick leave.
- Policy updated to extend the period during which accrued and unused paid sick leave may be reinstated if an appointee is reemployed after a separation from employment and to address reinstatement of unused days from a paid sick leave bank.
- Policy updated to allow use of paid sick leave for additional reasons, including preventive care and for specified purposes for victims of domestic violence, sexual assault, or stalking.
- Policy updated to provide notice requirements for an academic appointee to use paid sick leave.
- Policy updated to include recording of paid medical leave, paid sick leave bank, and paid sick leave accrual and use.

## November 17, 2023:

- Technical revisions to add a designated person for family and medical leave due to changes to CFRA, effective 1/1/23.
- Policy updated to permit use of sick leave for medical appointments or illness of a designated person, effective January 1, 2023, and to add APM – 758, Leaves of Absence/Other Leaves, in the list of related policies in APM – 710-1.

## February 10, 2022 :

- Technical revisions to add additional qualifying family members for family and medical leave due to changes to CFRA.

## July 1, 2021:

- Technical revisions to clarify language.

BENEFITS AND PRIVILEGES

Leaves of Absence/Paid Sick Leave/Paid Medical Leave

DRAFT  
APM - 710

May 1, 2019:

- Technical revisions to comply with law and existing policy, and to revise language for clarity. In addition, references to work incurred injury, illness, or disability were relocated to [APM - 715](#).

For details on prior revisions, please visit the [Academic Personnel and Programs website](#).

**DRAFT - Benefits and Privileges: APM - 710 - Leaves of Absence/Sick Leave/Medical Leave**

**710-0 Policy**

- a. Faculty members do not accrue sick leave. However, eligible faculty members shall be granted paid medical leave for periods of personal illness, injury, or disability. (See APM - 710-11, or [APM - 670-20-c-\(1\) and \(2\)](#) if participating in the Health Sciences Compensation Plan(HSCP).)
- b. Eligible non-faculty academic appointees accrue sick leave. (See APM - 710-14 and APM - 710-18.)
- c. APM - 710 does not apply to Postdoctoral Scholars (see [APM - 390](#)).
- d. Student academic appointees do not accrue sick leave.
- e. For academic appointees holding an appointment with a specified ending date, sick leave or paid medical leave shall not be approved beyond the ending date of the appointment. In the event the appointment is renewed or extended or a subsequent appointment is made, further leave may be granted.
- f. See [APM - 715-20](#) regarding the use of sick leave during family and medical leaves taken: (i) for the appointee's own serious health condition; (ii) for Pregnancy Disability Leave; (iii) for Parental Bonding Leave; (iv) to care for the appointee's child, parent, parent-in-law, spouse, domestic partner, designated person, grandparent, grandchild, or sibling with a serious health condition; or (v) for Military Caregiver Leave.
- g. A paid or unpaid leave taken under this policy shall be counted against the appointee's family and medical leave entitlement if the leave qualifies as family and medical leave. (See [APM - 715-0](#)).
- h. For exclusively represented academic appointees, also refer to the applicable Memorandum of Understanding.

**710-1 Related Policies**

For other related policies, refer to the Academic Personnel Manual sections listed below:

- a. [APM - 133](#), Limitation on Total Period of Service with Certain Academic Titles
- b. [APM - 670](#), Health Sciences Compensation Plan
- c. [APM - 711](#), Reasonable Accommodation for Academic Appointees with Disabilities
- d. [APM - 715](#), Leaves of Absence/Family and Medical Leave

- e. [APM - 730](#), Leaves of Absence/Vacation
- f. [APM - 760](#), Family Accommodations for Childbearing and Childrearing

#### **710-11 Paid Medical Leave for Academic Appointees Who Do Not Accrue Sick Leave**

Paid medical leave benefits for faculty who are participants of the HSCP are described in [APM - 670](#) and the relevant School Implementing Procedures and Department Guidelines. In the absence of specific School Implementing Procedures, the leave provisions as described in this policy will be used. Extended illness leave for HSCP participants may not exceed the maximum time period allowable under APM - 710-11-a and b.

Members of the faculty (as defined in [APM - 110-4-\(15\)](#)) who are not participants of the HSCP and who have a full-time appointment for at least a full academic year (three (3) quarters or two (2) semesters) who are unable to work for reasons of personal illness, injury, or disability shall be granted paid medical leave as follows:

- a. Eligible faculty members with less than ten (10) years of University of California service in a title listed in [APM - 110-4-\(15\)](#) that does not accrue sick leave shall be granted a maximum of two (2) quarters (or one (1) semester) for academic-year appointees, or six (6) months for fiscal-year appointees, of consecutive or intermittent paid medical leave within a ten (10) year period for personal illness, injury, or disability.
- b. Eligible faculty members with ten (10) or more years of University of California service in a title listed in [APM - 110-4-\(15\)](#) that does not accrue sick leave shall be granted a maximum of three (3) quarters (or two (2) semesters) for academic-year appointees, or twelve (12) months, for fiscal-year appointees, of consecutive or intermittent paid medical leave within each subsequent ten (10) year period for personal illness, injury, or disability.
- c. Paid medical leave under APM - 710-11 and [APM - 670-20-c](#) does not accrue. Therefore, if it is not used, it does not carry over to subsequent ten (10) year periods and does not convert to University of California Retirement Plan (UCRP) service credit upon retirement. Each ten (10) year period starts a new period of paid medical leave eligibility.
- d. 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.
- e. University of California Retirement Plan (UCRP) service credit accrues while an appointee is on a UC-paid medical leave, in accordance with UCRP provisions.
- f. Faculty members may also be eligible for employer-paid Basic Disability benefits and, if enrolled, for University of California employee-paid Voluntary Short-Term or Voluntary Long-Term Disability Insurance benefits.

- g. While receiving injury or illness compensation under the Workers' Compensation Act, an absent faculty member may use available paid medical leave to supplement Workers' Compensation payments, provided the total of the medical leave pay and workers' compensation benefit does not exceed the appointee's University of California Retirement Plan (UCRP) covered compensation for the period.

This policy provides paid leave in addition to normal childbearing and childrearing leaves. (See [APM - 760-25-b](#) or [APM - 670-20-c-\(2\)](#).)

#### **710-14 Eligibility for Accrual of Sick Leave**

The following groups of non-student academic appointees accrue sick leave credit provided the appointment is at fifty percent (50%) or more time. Appointees at less than fifty percent (50%) time do not accrue sick leave. Visiting appointees in the following titles or series are eligible to accrue sick leave credit. (See [APM - 230-20-f](#).) For appointees in the following title series who are covered by a Memorandum of Understanding, accrual of sick leave is governed by the applicable Memorandum of Understanding.

- a. Professional Research series
- b. Specialist series
- c. Specialist in Cooperative Extension series
- d. Cooperative Extension Advisor series
- e. Librarian series
- f. Associate University Librarian and Assistant University Librarian
- g. Continuing Educator series
- h. University Extension Teachers
- i. Academic Administrator series
- j. Academic Coordinator series
- k. Coordinators of Public Programs
- l. Project (e.g., *Scientist*) series

### 710-18 Rate of Accrual

Eligible fiscal-year appointees accrue sick leave at the rate of one (1) working day per month for full-time service, including leaves with pay. Eligible academic-year appointees accrue sick leave only during the months of their service period, at the rate of one (1) working day per month for full-time service, including leaves with pay. Eligible appointees at fifty percent (50%) or more time accrue sick leave at a proportionate rate; appointees at less than fifty percent (50%) time do not accrue sick leave.

An appointee who is on leave without pay for a work-incurred injury, illness, or disability and is receiving temporary disability payments accrues sick leave on the same basis as if regularly employed, but such accrued sick leave is credited to the appointee only upon return to work.

### 710-20 Use of Accrued Sick Leave

Use of accrued sick leave for academic appointees listed in APM - 710-14 is governed by the following:

- a. Accrued sick leave shall be used in keeping with normally approved purposes including personal illness; medical appointments; childbearing and childrearing (see [APM - 715](#) and [760](#)); disability; ~~medical appointments or illness of, or~~ bereavement for; an appointee's child, parent, spouse, domestic partner, sibling, grandparent, or grandchild; or medical appointments or illness of an appointee's child, parent, spouse, domestic partner, sibling, grandparent, grandchild, or designated person. For sick leave purposes, a "designated person" is any individual related by blood or whose association with the appointee is the equivalent of a family relationship at the time the appointee requests sick leave. Appointees are limited to one designated person per calendar year for sick leave purposes. In-laws or step relatives in the relationships listed, including relatives of the domestic partner who would be covered if the domestic partner were the appointee's spouse, are also covered. This provision also covers other persons residing in the appointee's household.
- b. Accrued sick leave may be used, at the appointee's option, during family and medical leave to which the appointee is entitled under [APM - 715](#) when the appointee is taking family and medical leave for any covered reason other than qualifying exigency leave. (See [APM - 715-0-f](#) for information on Qualifying Exigency Leave). In the case of the appointee's own illness, the appointee may be eligible for employer-paid Basic Disability benefits and, if enrolled, for University of California employee-paid Voluntary Short-Term or Voluntary Long-Term Disability Insurance benefits.
- c. While receiving injury or illness compensation under the Workers' Compensation Act, an absent appointee may also use accrued sick leave to supplement workers' compensation payments provided the total of the sick leave pay and workers' compensation benefit does not exceed the appointee's University of California Retirement Plan (UCRP) covered compensation for the period.
- d. Accrued sick leave shall be used in proportion to the reduced workload during periods of active service-modified duties. (See [APM - 760-28-b\(2\)](#).)

## BENEFITS AND PRIVILEGES

### Leaves of Absence/Sick Leave/Medical Leave

DRAFT  
APM - 710

- e. Academic appointees with term appointments will not be granted sick leave beyond the end date of the term appointment except in cases of reappointment.

#### **710-24 Authority**

Authority of Chancellors includes the Executive Vice President and Chief Operating Officer, the Provost and Executive Vice President, and the Vice President—Agriculture and Natural Resources in their areas of authority.

Authority to review and approve requests for sick leave and paid medical leave has been delegated as follows:

- a. The Chancellor shall determine the appropriate documentation and campus approval procedures for all paid and unpaid leaves due to illness, injury, or disability.
- b. The criteria used under the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and the Pregnancy Disability Leave Law (PDLL) regulations will be used to determine required medical documentation during any family and medical leave (see [APM - 715](#)). The Chancellor should establish standards and procedures for the review of appropriate medical documentation for all other paid and unpaid leaves due to illness, injury, or disability. The information to be provided should include the appointee's estimated return to work date. Campuses should determine what constitutes adequate medical certification for approval of leaves that do not qualify as family and medical leave and when such documentation will be required. The University may require certification from a University-selected health-care provider before approving a leave that does not qualify as family and medical leave, in which case the University shall pay the reasonable costs of any medical examinations requested or required by the University.
- c. For academic appointees eligible to accrue sick leave, the Chancellor may approve sick leave up to the total of an appointee's accrued sick leave credit.
- d. For faculty members who do not accrue sick leave, the Chancellor is authorized to approve paid medical leave for personal health reasons in accordance with APM - 710-11 or [APM - 670-20-c](#) and campus guidelines. Such paid medical leave should be approved in advance whenever possible. Occasionally a Dean or department chair approves leaves for illness, injury, or disability for less than one (1) month. Such leaves should be counted against the maximum amount of paid medical leave provided under APM - 710-11 or [APM - 670-20-c](#). For any period of paid medical leave longer than one (1) month, prior approval should be obtained from the designated campus authority to avoid conversion to unpaid leave.
- e. For academic appointees who do not accrue sick leave and who are not eligible for paid medical leave under APM - 710-11 or [APM - 670-20-c](#), Chancellors may approve leave with or without pay pursuant to [APM - 758](#) and [APM - 759](#).
- f. Academic appointees are urged to apply for disability benefits before periods of paid sick leave or paid medical leave end.

- g. If an appointee exhausts accrued sick leave or paid medical leave, as applicable, and is still unable to return to work, Chancellors may approve leave without pay for up to one (1) year and may approve a longer leave without pay pursuant to [APM - 759](#). Updated medical information or documentation shall be required to demonstrate the appointee's continuing inability to return to work. (Alternatively, [APM - 080](#), Medical Separation, may be appropriate for long-term disability that cannot be reasonably accommodated).
- h. When an academic appointee is ready to return to work, the chair, in consultation with the Disability Management Office (or equivalent), may evaluate the appointee's ability to resume the duties of the position. The chair may request a release to return to work and/or request a health-care provider's statement outlining any limitations and any accommodations that might be requested. (See [APM - 711](#), Reasonable Accommodation for Academic Appointees with Disabilities). For leaves that do not qualify as family and medical leave, the University may require certification from a University-selected health-care provider before approving a return to work, in which case the University shall pay the reasonable costs of any medical examinations requested or required by the University.

#### **710-28 Reasonable Accommodation for Academic Appointees with Disabilities**

It is the policy of the University to provide reasonable accommodations to otherwise qualified academic appointees who are disabled or become disabled and need assistance to perform the essential functions of their positions, provided that the accommodation does not pose an undue hardship (see [APM - 711](#)).

#### **710-38 Relation with Family and Medical Leave Entitlement**

An appointee eligible for family and medical leave is entitled to up to twelve (12) workweeks of unpaid leave in a calendar year, unless the leave is taken as Military Caregiver Leave, which may be for up to twenty-six (26) workweeks in a single twelve (12) month period (see [APM - 715-17](#)), or Pregnancy Disability Leave, which may be for up to four (4) months per pregnancy (see [APM - 760-25](#)). For academic appointees who accrue sick leave and/or vacation leave, accrued paid leave may be used during a family and medical leave that would otherwise be unpaid as described in [APM - 715-20](#). For academic appointees who do not accrue sick leave and/or vacation leave, the Chancellor may approve leave with pay (see [APM - 710-11](#) or [APM - 670-20-c](#) for faculty who participate in the HSCP). Family and medical leaves will run concurrently with other approved leave(s) taken for a purpose that meets the criteria for a family and medical leave. See [APM - 710-11](#) regarding the maximum amount of paid medical leave that may be granted to faculty members for reasons of personal illness, injury, or disability.

#### **710-40 Effect on the Eight-Year Probationary Period of Assistant Professors**

To determine years toward the eight-year limitation of service, the combined total periods of approved leave unrelated to academic duties and time off the tenure clock may not exceed two (2) years. (See [APM - 133-17-g](#), Applicability of Periods of Leave.)



#### **710-42 Sabbatical Leave Credit**

Sabbatical leave credit is not accrued during a leave of absence with pay for one (1) quarter or semester or more, or for a leave of absence without pay of any length. (See [APM - 740-11-h\(3\) and \(4\)](#).)

#### **710-44 Transfer of Accrued Sick Leave**

An appointee who transfers from one position within the University in which sick leave accrues to another position within the University in which sick leave accrues shall have the sick leave transferred.

An appointee who transfers from a position within the University in which sick leave accrues to another position within the University in which sick leave does not accrue shall not have prior sick leave accruals transferred. However, the appointee shall retain the accrued sick leave balance, which may be available for use if the appointee later transfers to a position in which sick leave accrues or for conversion to UCRP service credit if the appointee retires, in accordance with UCRP provisions.

Unused accrued sick leave balances will be converted to UCRP service credit at retirement, in accordance with UCRP provisions, if an appointee retires within four (4) months after leaving University employment.

#### **710-46 Reinstatement of Sick Leave**

An appointee who is reemployed after a separation from employment of less than fifteen (15) calendar days shall have all accrued sick leave from prior service reinstated, unless the leave balance was previously converted to UCRP service credit upon retirement. If the separation from employment lasted more than fifteen (15) calendar days but less than six (6) months, not more than eighty (80) hours of accrued sick leave shall be reinstated as determined by the Chancellor. If the separation lasted for six (6) months (180 days) or more, accrued sick leave shall not be reinstated. For purposes of this section only, State of California service shall be treated the same as University service.

An appointee who is reemployed from layoff status shall have all accrued sick leave reinstated in accordance with [APM - 145-36](#), Benefits Upon Reemployment.

#### **710-95 Records**

Chancellors and Vice Presidents shall assure that appropriate records are maintained in the department (or specified unit) for those academic appointees under their jurisdictions. Records relating to family and medical leave shall be maintained separately from other personnel records.

#### **Revision History**

[DATE TBD]:

- Technical revisions to add a designated person for family and medical leave due to changes to CFRA, effective 1/1/23.

Rev. 2/40/2022xx/xx/2023

Page 7

## BENEFITS AND PRIVILEGES

### Leaves of Absence/Sick Leave/Medical Leave

DRAFT  
APM - 710

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February 10, 2022 :

- Technical revisions to add additional qualifying family members for family and medical leave due to changes to CFRA.

July 1, 2021:

- Technical revisions to clarify language.

May 1, 2019:

- Technical revisions to comply with law and existing policy, and to revise language for clarity. In addition, references to work incurred injury, illness, or disability were relocated to [APM - 715](#).

For details on prior revisions, please visit the [Academic Personnel and Programs website](#).