

# UCI Academic Personnel Procedures

## APP 7, Leaves and Sabbaticals

Provides information on sabbaticals, sick leave, vacation, and other leaves for faculty.

### LEAVES AND SABBATICALS

#### 7-10. General Policy

Academic appointees are required to be in service to the University during prescribed periods of the academic year. All absences during the periods when the academic appointee is required to be on duty fall into one of the following categories:

- Holiday (APM 720)
- Vacation (APM 730 )
- Leave of Absence
  - Sick Leave (APM 710 )
  - Childbearing and Parental Leave (APM 710 and 760)
  - Sabbatical Leave (APM 740 )
  - Leave to Attend a Professional Meeting (APM 752 )
  - Leave for Service to a Government Agency (APM 750)
  - Military Leave (APM 751)
  - Other Leave With Pay (APM 758 )
  - Other Leave Without Pay (APM 759)
- Jury Duty

#### Highlights:

- [Sabbaticals](#)
- [Childbearing and Childrearing](#)
- [Vacation](#)
- [Sick Leave](#)
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#### References - University Policy

[APM 700 - 760](#), Benefits and Privileges

#### 7-11. Vacation and Sick Leave

##### A. VACATION

Academic appointees serving on an academic year (nine-month) basis do not accrue vacation time. Those appointed on a fiscal year (eleven-month) basis accrue vacation time at the rate of two days per month of full-time service, up to a maximum of 48 days. Vacation credit accrued but unused during a sabbatical leave is lost. An appointee who resigns University service or changes to an academic position which is not eligible to accrue vacation shall be paid in lieu of the unused vacation time accrued.

Vacation use must be approved by the department chair. Academic units are required

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to maintain records of the accrual and use of vacation time by each of the fiscal year appointees in the unit.

### B. SICK LEAVE

Only certain groups of academic appointees accrue sick leave credit, but leave with pay for reason of illness may be approved for appointees who do not accrue sick leave. Those who are eligible to accrue sick leave accumulate one day per month for full-time service. Academic units are required to maintain records of the accrual and use of sick leave for unit academic appointees in the eligible groups.

Academic appointees who do not accrue sick leave are required to obtain approval for leave with pay for reason of illness for seven working days or less from their department head. The appointee should fill out the Sabbatical Leave/Special Leave of Absence (**Form UPAY 573-9**) and submit it to the department head for approval and retention. If the absence exceeds seven working days, approval must be obtained from the Chancellor. In this case, the department fills out the Sabbatical Leave/Special Leave of Absence form and forwards it to Academic Personnel via the dean. This form is also used if the leave is for an extended period of time without salary.

### References - University Policy

[APM 730](#), Leaves of Absence/Vacation

[APM 710](#), Leaves of Absence/Sick Leave (including Childbearing Leave)

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## 7-12. Childbearing and Childrearing

### A. DEFINITIONS

The new Family Friendly Childbearing and Childrearing Policies describe four categories of parental care as they affect salary, University duties, and time on the clock for assistant professors (see [Appendix I](#)).

#### 1. Childbearing Leave

- Childbearing Leave is granted for the purpose of childbirth and recovery. It usually lasts about six weeks but may be extended due to medical reasons (APM Policies 133-17-g, 760-25).
- During a childbearing leave, no duties shall be required by the University [APM 760-25-a].
- In the quarter of a childbearing leave, there must be full relief from teaching duties [APM 760-28-a].
- If eligible for Family and Medical Leave (FML), up to 12 workweeks of the childbearing leave will run concurrently with FML [APM 760-25-d].

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- Central funding for the purpose of providing ladder rank faculty teaching replacement is allocated to the affected academic department.

### 2. Active Service-Modified Duties

- This is not a leave; the appointee remains in service to the University, but with modified duties. For most appointees, this means a period in which the faculty member does not teach.
- Eligibility for a period of active service-modified duties shall normally extend from 3 months prior to 12 months following the birth or adoption of a child and may be granted to any academic appointee who has **50% or more** responsibility for the child.
- The total period of Childbearing Leave plus Active Service-Modified Duties for a birth mother (who has a full-time appointment of at least one full academic year) may not exceed two quarters for each birth. If she gives birth during the summer she is eligible for a total period of active service-modified duties of two quarters.
- All other eligible academic appointees are eligible for a total period of Childbearing Leave plus Active Service-Modified Duties of one quarter. (APM Policy 760-28).
- Central funding for the purpose of providing ladder rank faculty teaching replacement is allocated to the affected academic department.

### 3. Parental Leave

- Parental Leave is leave without salary granted for the purpose of child care.
- Normally, this leave combined with Childbearing Leave and/or Active Service-Modified Duties may not exceed one year for each birth or adoption (APM Policies 133-17-g, 760-27, and 760-35).
- If eligible for Family and Medical Leave (FML), up to 12 workweeks of the parental leave will run concurrently with FML [APM 760-27-b].

### 4. Stopping the clock for the care of a child or children

- This is not a leave; it is a stoppage of the eight-year clock in certain titles for purposes of childrearing. Mothers and fathers, adoptive or natural, who have 50% or more responsibility for care of an infant or newly adopted child under the age of five are eligible to request a Stop the Clock.
- Such requests must be made within two years of the birth or adoption of the child and must be exercised before July 1 of the academic year in which a promotion review is to occur (no later than the second half of his/her actual fifth year).
- Any assistant professor **who is not currently undergoing review for advancement to tenure** or, in the case of those in the In Residence Series, for promotion to Associate Professor in Residence, and who falls under the provisions of APM-133 may be granted a stoppage of the eight-year clock on the limitation of service as provided in these policies.
- A request for a Stop the Clock may not be made **after** the sixth year has

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begun. Also, a Stop the Clock will not be granted for a faculty member who has primary responsibility for a young child when that child is born or adopted during the year of the tenure or promotion review.

- **NOTES:** (1) Quarters "off the clock" due to Childbearing Leave, Parental Leave, and/or Primary Responsibility may not exceed one year for each event of childbirth or adoption. (2) Because the review cycle is conducted in terms of full, not partial, years, and partial years count toward the next full year, exclusion of one or two quarters for an academic year appointee or up to three quarters for a fiscal year appointee will not necessarily affect the timing of the tenure or promotion review.

## B. PROCEDURES

All forms should be forwarded, with appropriate signatures, to the Office of Academic Personnel.

### 1. Childbearing Leave

Academic appointees applying for Childbearing Leave should complete:

- Sabbatical Leave/Special Leave of Absence form.  
(Form [UCI-AP 76](#))
- FMLA forms, if eligible
- Request for Funding for Ladder-Rank Faculty Teaching Release  
(Form [UCI-AP-93](#))

### 2. Active Service - Modified Duties

Academic appointees who wish to request Active Service-Modified Duties should discuss the proposed duties with the department chair, then complete:

- Modified Duties Request/Certification  
(Form [UCI-AP-91](#)).
- Request for Funding for Ladder-Rank Faculty Teaching Release  
(Form [UCI-AP-93](#))

### 3. Parental Leave

Academic appointees who wish to apply for Parental Leave should complete the Sabbatical Leave/Special Leave of Absence form (Form [UCI-AP 76](#)) marking "Other" as the type of leave and specifying "Parental Leave" as the purpose of the leave. Parental leaves should be requested at least three months in advance, if possible. If eligible, FML forms should accompany the leave form.

### 4. Stopping the Clock

Academic appointees who wish to apply for a Stop the Clock due to **primary** childcare responsibility should complete the Childrearing Stop the Clock Request/Certification (Form [UCI-AP-92](#)). Refer to APP 3-50, Appendix III for a more detailed explanation of the Stop the Clock process.

## References - University Policy

[APM 133](#), Limitation on Total Period of Service with Certain Academic Titles  
[APM 710](#), Leaves of Absence/Sick Leave (including Childbearing Leave)

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[APM 760](#), Leaves of Absence/Parental Leave and Family Leave

## Appendix I

### SUMMARY OF CHILDBEARING AND CHILDREARING LEAVE POLICY

Type	Pay Status	University Duties	Time to Count Toward Sabbatical If Employee Is Eligible	Time to Count Toward 8-yr. Clock*	Duration/ Limitations	Primary (50% or more) Responsibility Required
Childbearing Leave	May be with or without salary	None	See APM 760-35-d	No, if leave equal to or greater than one quarter, time is automatically excluded	Normally up to 6 weeks	No
Active Service - Modified Duties	Normal salary	Modified	Yes	Yes	Combined total of Act. Serv./Mod. Duties plus Childbearing not to exceed 2 qtrs. for each birth or adoption	Yes
Parental Leave	Without salary	None	No	No, if leave equal to or greater than one quarter, time is automatically excluded	Unspecified	No
Childrearing Stop the Clock	Normal salary	Normal duties	Yes	Maximum of two years total extension	This, combined with any of the above exclusions/ extensions, may not exceed one year for each birth or adoption	Yes

\*NOTE: Periods less than one full year may not affect the tenure/promotion review date.

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## 7-13. Sabbatical Leaves

### A. GENERAL POLICY

A sabbatical leave is a privilege accorded to qualified academic appointees to enable them to engage in intensive programs of research and/or study and thus enhance their subsequent service to the University by increasing their effectiveness as teachers and scholars. An individual on regular sabbatical leave is expected to devote full time to research, writing, or equivalent activity.

### B. TYPES OF SABBATICAL LEAVE

1. Regular sabbatical leave provides salary at varying percentages depending on the amount of accrued sabbatical credit. An individual on such regular sabbatical leave is excused from all regular duties to enable him or her to devote full time to research and/or study.
2. Sabbatical leave in residence may be awarded to an academic appointee who is eligible for regular sabbatical and who, in addition to a program of research and/or study at one of the University campuses, will teach at the University one class which meets regularly at least three hours each week during the sabbatical period; or will perform an equivalent amount of instructional service in a course or in a clinical setting. (Directed study, such as 199's or 299's, or other similar courses are **not** considered to be equivalent to such a regularly scheduled course, unless they would be so normally under the department's regular teaching workload policy.) An individual on sabbatical leave in residence shall be freed from all other teaching obligations and from all committee and administrative work.

### C. ACCRUAL OF CREDIT TO APPLY FOR SABBATICAL

1. Academic Year Appointees - Credit to apply for sabbatical is earned by nine-month appointees at the rate of one credit for each full quarter of half-time or more service in eligible titles for a maximum of three credits a year.
2. Fiscal Year Appointees - Credit to apply for sabbatical is earned by eleven-month appointees at the rate of one credit for each full quarter of half-time or more service in eligible titles for a maximum of four credits a year.
3. Academic administrators who are paid on an 11-month basis, including those paid on a 9/11 split salary with a summer differential, accrue credit to apply for sabbatical on a fiscal year basis. (See APM Policies 740-11-c and 740-11-i(3).) When an administrator returns to his/her academic year appointment, he/she may keep any credits accrued beyond the academic year maximum (30), but within the 11-month maximum.

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4. Academic appointees serving on 11-month appointments through the Education Abroad Program accrue credit to apply for sabbatical on a fiscal year basis.

## D. RESTRICTIONS

(Reference APM Policy 740-16.)

1. The maximum number of credits which may be accrued prior to any sabbatical leave is 30 quarter credits for an academic year appointee and 40 quarter credits for a fiscal year appointee. Accrued credits in excess of the amount required for the current sabbatical leave may be carried forward. The Chancellor may approve deferral beyond the above stated limits; however, such approval will be granted only under extremely unusual justifying circumstances.

2. Sabbatical leave may never exceed one full year, regardless of the credit accrued.

3. A sabbatical leave shall be granted only with the understanding that the recipient, immediately following the leave of absence, will return to University service for a period at least equal to the period of the leave. As an exception, the Chancellor may approve a leave without pay following sabbatical, which would delay the return. Failure to return to University service for the required period shall create an obligation on the part of the appointee to refund the amount of the salary received during the sabbatical leave.

4. A sabbatical will not normally be approved for a faculty member who has been recommended for nonreappointment. A sabbatical **may not** be given a faculty member who has been given notice of nonreappointment or termination of appointment.

**NOTE:** Vacation accrued during sabbatical **must** be used during the sabbatical or it will be lost.

## E. COMPENSATION

Sabbatical leave salary is based on the employee's regular salary at a percentage appropriate to the terms of the leave. If the sabbatical is less than full time, the recipient may receive additional salary from non-state funds, but in no case is it to exceed the full salary rate.

Sabbatical leave shall not be used as a means of augmenting personal income; a recipient may not accept gainful employment during a sabbatical leave, including employment normally permitted, such as employment by University Extension. This restriction applies also to outside employment normally permitted, **including consulting**. This restriction does not apply to the following:

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1. For an academic year appointee, the period after spring quarter and before fall quarter.
2. For a fiscal year appointee, the vacation period accrued during the sabbatical (but such work may not be for the University).
3. A fellowship or personal grant awarded to an individual which is not compensation for services.
4. Acceptance of nominal honoraria.

### **F. APPLICATION**

Application for sabbatical is made on the Sabbatical Leave/Special Leave of Absence form and should be accompanied by a statement providing detailed information regarding the history of the project and the significance of the project as a contribution to knowledge or as a contribution to the applicant's increased effectiveness as a teacher and a scholar.

### **G. REPORT OF RESULTS**

Within 90 calendar days following return from leave, the recipient of a sabbatical leave is to submit to the dean a concise report of the results of the leave which includes an account of activities during the leave, a statement of progress made on the project, and a statement of future plans for the project, especially plans for completion and publication of the results.

### **H. APPROVAL AUTHORITY**

In October 1985, responsibility was redelegated to most deans for review and approval of sabbatical leaves which conform to University and campus policy. In those units which are organized without formal departments, or where the dean is acting as department chair, sabbaticals continue to require review and approval by Academic Affairs. **All** exceptions to sabbatical policy require approval by Academic Affairs.

Sabbaticals for deans require approval by Academic Affairs. While it is appropriate for the dean to suggest a replacement, usually one of the associate deans, it is the Chancellor and the Executive Vice Chancellor who select the acting dean, and where necessary, recommend his or her appointment to the President.

With the redelegation, dean's offices were assigned responsibility for the following:

1. Maintaining records concerning sabbaticals of faculty in the units (requests and records of approval and denial) and collecting, reviewing, and acknowledging sabbatical leave reports from faculty. Sabbatical credits may be verified with records in Academic Personnel upon request.

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2. Monitoring online entry of the approved actions and forwarding to Academic Personnel for post audit. This must be done **before** the earliest pay date affected by the sabbatical.

3. In May, submitting an annual list of sabbaticals approved for the upcoming year to Academic Personnel.

### Sabbatical Credit Usage for Academic Year (9-month) Appointees

(Maximum Accrual: 30 Quarter Credits)

	Sabbatical at Full Salary	Sabbatical at Partial Salary					Sabbatical In Residence
	100% Salary	89%	83%	78%	67%	100% Salary	
Quarters of Leave							
1 quarter	9 credits	-----	-----	-----	6 credits	6 credits	
2 quarters	18 credits	-----	15 credits	-----	12 credits	12 credits	
3 quarters	27 credits	24 credits	-----	21 credits	18 credits	18 credits	

### Sabbatical Credit Usage for Academic Year (11-month) Appointees

(Maximum Accrual: 40 Quarter Credits)

	Sabbatical at Full Salary	Sabbatical at Partial Salary						Sabbatical In Residence
	100% Salary	92%	89%	83%	78%	75%	67%	100% Salary
Quarters of Leave								
1 quarter	9 credits	-----	-----	-----	-----	-----	6 credits	6 credits
2 quarters	18 credits	-----	-----	15 credits	-----	-----	12 credits	12 credits
3 quarters	27 credits	-----	24 credits	-----	21 credits	-----	18 credits	18 credits
4 quarters	36 credits	33 credits	-----	30 credits	-----	27 credits	24 credits	24 credits

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## References - University Policy

APM 740, Leaves of Absence/Sabbatical Leaves

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### 7-14. Other Leaves

#### A. LEAVE TO ATTEND A PROFESSIONAL MEETING ([APM Policy 752](#))

An appointee may be granted a leave with pay to attend a professional meeting or for University business. Department chairs may approve leaves of this type for seven calendar days or less.

If the leave is for more than seven days or if the leave is without salary, approval of the Chancellor is required. The request should be submitted on a Sabbatical Leave/Special Leave of Absence form.

**NOTE:** Leave of absence with pay may not be granted to fiscal-year appointees for more than 30 days a year for the purpose of attending international conferences and related scholarly activities. **NOTE:** Thirty days is a maximum, not a norm, and appointees should not simply assume that any leave up to 30 days will be automatically approved. Time required beyond 30 days for this purpose by fiscal-year appointees will be charged against accrued vacation or granted only as leave without pay. Departments are responsible for monitoring conformance with this stipulation.

#### B. OTHER LEAVE WITH PAY ([APM Policy 758](#))

The Chancellor may approve leaves of absence with full pay for 12 months or less if there is good cause. Leaves of absence with pay for more than 12 months, other than leave for reason of illness, require approval of the President. All such leaves should be requested in advance on the Sabbatical Leave/Special Leave of Absence form, accompanied by a memo that explains the justification for the leave.

#### C. OTHER LEAVE WITHOUT PAY ([APM Policy 759](#))

The Chancellor may approve leaves of absence without pay for 12 months or less if there is good cause. In exceptional cases, leave without pay for more than 12 months may be granted to an academic appointee. All such leaves should be requested in advance on the Sabbatical Leave/Special Leave of Absence form, accompanied by a letter of justification.

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## **7-15. Jury Duty**

### **A. GENERAL POLICY**

It is the policy of the University that jury service is a public responsibility which University personnel should meet. There is only one encompassing excuse from jury duty, which is:

The Court shall excuse a person from jury service upon finding that the jury service would entail undue hardship on the person or the public served by the person.

### **B. PROCEDURES**

#### **1. Accepting Jury Duty**

An academic appointee who has been called to jury service should discuss the required absence from University duties with the department chair. Jury service will not affect the pay status of the appointee, and it is not necessary to file for leave of absence.

#### **2. Seeking Excuse from Jury Duty**

There are cases when absence from University duties would work a great hardship on the University. It is the employee's responsibility to seek excuse from service, and the University can do no more than assist in those cases. The employee may request from the department chair a letter describing the nature of the hardship and requesting excuse. The University cannot guarantee that a request will be accepted, and it is likely any excuse granted will take the form of a postponement until arrangements can be made to avoid the hardship.