



OFFICE OF THE VICE PROVOST --
ACADEMIC PERSONNEL

OFFICE OF THE PRESIDENT
1111 Franklin Street, 11th Floor
Oakland, California 94607-5200

October 22, 2020

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

Re: Systemwide Review of Proposed Revisions to the Leave-Related Policies of the 700 Series of the Academic Personnel Manual (APM)

Dear Colleagues:

Enclosed for systemwide review are proposed revisions to the following leave-related policies of the 700 series of the Academic Personnel Manual (APM):

- APM - 700, Leaves of Absence/General;
- APM - 710, Leaves of Absence/Sick Leave/Medical Leave;
- APM - 715, Leaves of Absence/Family and Medical Leave;
- APM - 720, Leaves of Absence/Holidays;
- APM - 730, Leaves of Absence/Vacation;
- APM - 740, Leaves of Absence/Sabbatical Leaves;
- APM - 750, Leaves of Absence/Leave for Service to Governmental Agencies;
- APM - 751, Leaves of Absence/Military Leave;
- APM - 752, Leaves of Absence/Leave to Attend Professional Meeting;
- APM - 758, Leaves of Absence/Other Leaves with Pay;
- APM - 759, Leaves of Absence/Other Leaves without Pay; and
- APM - 760, Family Accommodations for Childbearing and Childrearing.

The proposed revisions are intended to address substantive matters discussed in more detail below.

Background

In fall 2019, Academic Personnel and Programs initiated a full review of the leave-related policies in the APM - 700 series and convened a work group with representatives from campus academic personnel offices. The goal of the work group was to identify areas in need of revision and to recommend substantive and structural changes to improve policy clarity and understanding. The work group conducted its review from October 2019 through January 2020 and submitted its final recommendation report to me in March 2020. Based on the work group's

recommendations, my office distributed the initial revisions to the leave-related policies for management consultation from May 26, 2020 to July 10, 2020.

On a parallel track and timeline, Systemwide Human Resources convened a systemwide cross-functional work group charged with reviewing possible options for offering a paid family leave benefit to employees. The work group conducted its review from February 2020 to April 2020 and included subject matter experts from Systemwide Human Resources, Academic Personnel, Labor Relations, UC Legal, as well as campus stakeholders from across the UC system. In July 2020, a recommendation on paid family leave was presented to the Council of Chancellors for consideration. The Council of Chancellors approved a new paid family leave benefit for eligible University employees, effective July 1, 2021, which will provide eight weeks of paid family and medical leave at 70 percent wages for University employees who need time off to care for a seriously ill family member, to bond with a new child, for Military Caregiver Leave, or for Qualifying Exigency Leave.

After reviewing and analyzing the comments received during management consultation, my office is now distributing the leave-related policies of the APM - 700 series for systemwide review to gather input on the proposed revisions, including preliminary language incorporating the new paid family leave benefit. Summarized below are the proposed key policy revisions that are being distributed for systemwide review.

Key Policy Revisions

- **Increase in paid childbearing leave.** Proposed language in APM - 760, Family Accommodations for Childbearing and Childrearing, increases the existing paid childbearing leave from six weeks to eight weeks for academic appointees who do not accrue sick leave.
- **New Pay for Family Care and Bonding benefit.** To incorporate the paid family leave benefit as described above, a new section on Pay for Family Care and Bonding has been added to APM - 715, Leaves of Absence/Family and Medical Leave, and APM - 760, Family Accommodations for Childbearing and Childrearing. The benefit approved by the chancellors does not go into effect until July 1, 2021 and many of the details surrounding the new benefit are still pending. Over the next several months, a UCOP cross-functional work group has been tasked with developing and finalizing the details of how the new Pay for Family Care and Bonding benefit will be implemented and coordinated with existing leave policies, including those policies in the APM. It is important to note that the new Pay for Family Care and Bonding benefit is not intended to take away any existing paid leave benefits under APM policy or local Health Sciences Compensation Plan implementing procedures for those academic appointees who are already eligible to receive such benefits. Although many details of the new Pay for Family Care and Bonding benefit are still pending, we have added preliminary draft language to APM - 715, Leaves of Absence/Family and Medical Leave, and APM - 760, Family Accommodations for Childbearing and Childrearing, to generally address the new benefit in order to solicit feedback during systemwide review. We have included footnotes in these policies to identify the areas still under development.

- **Changes to comply with SB 1383.** The Governor recently signed SB 1383 expanding the California Family Rights Act (CFRA), effective January 1, 2021. One notable change of the new legislation is that it expands the definition of family members for whom an appointee may take a family and medical leave under CFRA to include grandparents, grandchildren, and siblings. Language has been added to APM - 715, Leaves of Absence/Family and Medical Leave, address the new SB 1383 requirements.
- **New sections on bereavement leave and jury duty leave.** Language has been added to APM - 758, Leaves of Absence/Other Leaves with Pay, to specifically address bereavement and jury duty leaves. While these types of leaves are well-defined in staff PPSM policies, they were previously not specifically defined in APM policy. The proposed changes mirror existing language in staff PPSM policies.
- **Removal of age requirement of child for Active Service-Modified Duties eligibility.** In APM - 760, Family Accommodations for Childbearing and Childrearing, the previous eligibility criteria that a newly placed child must be “under age five” has been removed. This change will allow for a child of any age newly placed for adoption or foster care to be covered under APM - 760 for Active Service-Modified Duties.

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 employees, about policy proposals. Systemwide review also includes a mandatory, 90-day full Senate review.

Employees should be afforded the opportunity to review and comment on the draft policies, available on the [Academic Personnel and Programs website](#). Attached is a Model Communication which may be used to inform non-exclusively represented employees about these proposals. 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 **February 8, 2021**. Please submit your comments to ADV-VPCARLSON-SA@ucop.edu. If you have any questions, please contact Director Kimberly Grant at Kimberly.Grant@ucop.edu.

Sincerely,



Susan Carlson
Vice Provost
Academic Personnel and Programs

Enclosures:

1) The following draft policies and clean copies can be found on the [Academic Personnel and Programs website](#):

- APM - 700, Leaves of Absence/General (clean and redline copies)
- APM - 710, Leaves of Absence/Sick Leave/Medical Leave (clean and redline copies)
- APM - 715, Leaves of Absence/Family and Medical Leave (clean and redline copies)
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- APM - 759, Leaves of Absence/Other Leaves without Pay (clean and redline copies)
- APM - 760, Family Accommodations for Childbearing and Childrearing (clean and redline copies)

2) Model Communication

cc: President Drake

Provost and Executive Vice President Brown

Executive Vice Chancellors/Provosts

Executive Vice President and Chief Operating Officer Nava

Senior Vice President and Chief Compliance Officer Bustamante

Interim Vice President Lloyd

Vice President Maldonado

Vice Provosts/Vice Chancellors for Academic Affairs/Personnel

Assistant Vice Provosts/Vice Chancellors/Directors - Academic Personnel

Deputy General Counsel Woodall

Executive Director Baxter

Executive Director Chester

Chief of Staff and Chief Policy Advisor Kao

Chief of Staff and Executive Director Henderson

Chief of Staff Levintov

Chief of Staff Peterson

Senior Counsel Leider

Senior Counsel Mastro

Director Grant

Director Lee

Director Sykes

Manager Smith

HR Manager Crosson
Analyst Durrin
Analyst Miller
Analyst Wilson

MODEL COMMUNICATION

The University invites comments on proposed revisions to following leave-related policies of the 700 series of the Academic Personnel Manual:

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The proposed revisions to the leave-related policies of the APM - 700 series are posted to the [Academic Personnel and Programs website](#) under the “Systemwide Review” tab. It may also be viewed at _____ [e.g., *the campus Academic Personnel Office or Human Resources Office*].

If you have any questions or if you wish to comment, please contact _____ at _____, no later than _____, 2021.