ARTICLE 19
PERSONAL, CHILD-REARING, VACATION, PARENTAL AND MILITARY LEAVES

19.1 Personal Leave

19.1.1 Faculty Members may at any time submit a written request to their Academic Unit Head for a personal leave of absence without pay for up to one year for reasons including, but not limited to, public service or family needs including the needs of a domestic partner registered according to the appropriate process and in a timely manner through the Human Resources Department. The leave may include the option of reduced responsibilities, for which the person on leave will be compensated proportionally.

19.1.2 The request shall state the reason for and precise term of the leave. Upon recommendation by the Academic Unit Head, approval of the Dean or Appropriate Administrator, a leave of absence without pay may be granted by the Provost. The Dean or Appropriate Administrator shall notify the Faculty Member of the Provost's decision within fourteen (14) days of the Provost's receipt of the request. Renewal requests up to a maximum of two years may be submitted by the same procedure.

19.1.3 A Faculty Member on a full-time personal leave for at least one year shall have the option of signing a waiver which would provide that the period of leave will not be considered in counting the years toward tenure. Such a waiver signed by the individual will act automatically to extend the term of the current appointment for a period of time equal to the period of leave. A Faculty Member on a full-time personal leave for less than one year or who requests reduced responsibilities may request a waiver which would provide that the reappointment or tenure be considered during the terminal year.

19.1.4 A Faculty Member on personal leave shall have the right to participate in any or all benefits, salary-based and non-salary based, except retirement, for which he or she would have been eligible if not on leave. Such benefits shall be provided upon payment by the individual of the full costs.
thereof. If a Faculty Member on personal leave is fulfilling partial responsibilities, benefits shall be provided as if the person were not on leave. The continuation of salary-based benefits is upon payment by the individual of his or her portion of the costs. Payment arrangements must be made with the benefits division. However, retirement contributions will be based on the actual salary paid to the Faculty Member.

19.2 Child-Rearing Leave

19.2.1 A Faculty Member may request a Child-Rearing Leave of Absence without pay for up to one (1) year to fulfill child-rearing needs of the member's family and needs relating to the children of a domestic partner registered according to the appropriate process and in a timely manner through the Human Resources Department. This leave may include the option of reduced responsibilities, for which the person on leave would be compensated proportionally.

19.2.2 Such leave requests shall be submitted in writing to the Academic Unit Head normally at least ninety (90) calendar days in advance of the date the proposed leave shall begin. The request shall state the reasons for the leave, the period of absence and/or reduced responsibilities, the proportion of responsibilities to be completed, if any, and the date of return to full-time status. Upon the recommendation of the Academic Unit Head, and subject to the concurrence of the Dean or Appropriate Administrator, a Child-Rearing Leave may be granted by the Provost. The Dean or Appropriate Administrator shall notify the Faculty Member of the Provost's decision within fourteen (14) days of the Provost's receipt of the request. Extensions of Child-Rearing Leave up to the maximum of two (2) years shall be handled by the same procedure.

19.2.3 A Faculty Member on a full-time Child-Rearing Leave for at least one year shall have the option of signing a waiver which would provide that the period of leave will not be considered in counting the years toward tenure. Such a waiver by the individual will act automatically to extend the term of the current appointment for a period of time equal to the period of leave.
19.2.4 A Faculty Member on Child-Rearing Leave shall be provided all fringe benefits, except for retirement, for the period of the leave or fourteen (14) weeks, whichever is less. For any leave beyond that time, the Faculty Member shall have the right to participate in any or all benefits, salary-based and non-salary based, except retirement, for which he or she would have been eligible if not on leave. Such benefits shall be provided upon payment by the individual of the full costs thereof. If a Faculty Member on Child-Rearing Leave is fulfilling partial responsibilities, benefits shall be provided as if the Faculty Member were not on leave. The continuation of salary-based benefits is upon payment by the individual of his or her portion of the costs. Payment arrangements must be made with the Benefits Department. However, retirement contributions will be based on the actual salary paid to the Faculty Member.

19.2.5 A tenure-track Faculty Member who is in the probationary period and who is the Primary Caregiver of a newly born infant or a newly adopted child under the age of seven (7) may request, within the first year of birth or adoption, an extension of the probationary period of up to one year for each event of birth or adoption provided that all time off the tenure clock totals no more than two years during the probationary period. Faculty Members adopting a child over the age of seven (7) may also qualify under this section if the adoption qualifies for paid parental leave under Section 19.5. Granting of an extension of the tenure probationary period under this sub-section will act automatically to extend the term of the Faculty Member’s current appointment for the period of time equal to the extension. The request must be approved by the Academic Unit Head, Dean and Provost.

This provision does not require that a formal leave of absence be taken.

An untenured Faculty Member, who has substantial child care responsibilities that begin after the start of the Spring Semester in the penultimate year of service toward the tenure clock limit, will not be granted an extension of the probationary period.
Time off the clock granted under the provision of childcare responsibilities in combination with any other approved time off the clock, cannot exceed two years.

Other than the change in years of service required, the academic and other standards required for granting of tenure shall not differ from those applicable to Faculty Members not seeking an extension.

19.3 Vacation Leave for Faculty on 12-Month Appointments.

19.3.1 Faculty Members on 12-Month appointments shall be granted paid vacation leave annually from July 1 to June 30 according to the following formula: one and five-sixths (1 and 5/6) days of earned vacation for each month worked during the vacation year. Vacation time may be accrued from year-to-year for a maximum of three (3) years. A maximum of sixty-six (66) days may be so accrued. Vacation may be taken as soon as it has accrued (which is after the first paycheck).

19.3.2 After one year of service, Faculty Members on 12-Month appointments leaving the employ of the University shall be entitled to compensation at their current rate of pay for all accrued vacation leave up to sixty-six (66) days.

19.3.3 Librarians on ten (10) month appointments and part-time Librarians who are members of the Bargaining Unit shall receive proportionate vacation leave.

19.4 Military Leave. The University agrees to comply with the Federal and State Veterans Employment Acts with respect to military leave.

19.5 Paid Parental Leave (PPL).

19.5.1 Eligibility. Faculty Members are eligible for PPL upon (a) the birth of a Faculty Member’s child, (b) the placement within a Faculty Member’s home of a newly adopted child under the age of seven (7), or (c) the initiation of travel by a Faculty Member to take custody of an adopted child. A Faculty Member adopting a child over the age of seven (7) also qualifies for PPL if the adoption process requires such
leave. Individuals adopting a spouse’s or domestic partner’s already-born child(ren) are not eligible.

During the period of the PPL, the Faculty Member must be the Primary Caregiver for the child.

If both parents are Faculty Members, each may take PPL, but only one may be on such leave at a time.

19.2.5 Procedure. A Faculty Member intending to take PPL under this section must provide his/her Academic Unit Head with written notification at least ninety (90) days in advance of the leave, or as soon as is practicable. Such notice shall include (a) the anticipated date of the birth or adoption of the child, (b) the length of PPL desired (up to 6 weeks), (c) the semester in which PPL will be taken, (d) whether teaching release is requested, and (e) a signed affidavit attesting to the fact that the Faculty Member will be the Primary Caregiver for the child during the PPL.

The Academic Unit Head shall notify the Dean and the University Contract Administrator. PPL will run concurrently with leave under the Family and Medical Leave Act (FMLA), in cases where the Faculty Member is eligible for leave under the FMLA.

The Faculty Member will be required to provide appropriate medical documentation for the birth of the child. If the Faculty Member is eligible for leave under the FMLA, the medical certification requirements under the FMLA will govern. The medical documentation will be completed and signed by the individual’s health care provider.

In cases of adoption, the Faculty Member will be required to furnish appropriate adoption documentation, such as a letter from an adoption agency, or from the attorney in cases of private adoption.

All medical information relating to PPLs, whether verbal or written, including FMLA documentation, shall be kept confidential. All medical documents including, but not limited to, medical statements and FMLA certifications must be
maintained by the University in confidential, secure files separate from personnel files.

19.5.3 **Benefit.** Faculty Members eligible to utilize PPL may receive:

19.5.3.1 Full release from all duties for up to six (6) weeks which shall not be taken from sick leave or vacation leave, and which will run concurrently with FMLA leave; and

19.5.3.2 Release from specifically assigned course teaching duties for the same academic semester during which PPL is taken. The Faculty Member and the Academic Unit Head shall mutually agree on a plan for alternative assignments related to the Faculty Member’s position to be completed during the course release time. All other duties are expected to continue during the semester of course release, except during the PPL time established under subsection 19.5.3.1. A Faculty Member receiving course release under this subsection shall not be required to carry more than a normal load before or after PPL, or more than an equivalent load of alternative duties during the time of course release.

A Faculty Member who is taking PPL under this section will be paid his/her salary for the specified amount of time outlined in this policy. All benefits for which the Faculty Member is normally entitled shall remain in force during his/her PPL. The University will continue to pay its share of the cost of the Faculty Member’s group health insurance during a PPL. The Faculty Member’s share of the premium will be deducted from the Faculty Member’s pay in accordance with normal practice.

19.5.4 **Relation to Sick Leave.**

In general, PPL is intended to be used in lieu of using sick leave for the birth or adoption of a child.

A Faculty Member may use accrued sick leave before the birth of a child, in accordance with Articles 17.3 and 17.6.
A Faculty Member may not use accrued sick leave or vacation days to extend the length of a PPL at the conclusion of the PPL without complying with applicable University policies. In such cases, any additional necessary time off will be subject to other leave provisions in this Agreement.

19.5.5 Timing

As PPL is intended to be used in lieu of using sick leave for the birth or adoption of a child, it is expected that PPL will be taken as soon as possible after the birth or adoption. PPL is to be taken in the semester of the birth or adoption or in the immediate next primary semester (or immediate semester for 12-month faculty). Faculty Members shall schedule PPL with input from the Academic Unit Head regarding the needs of the individual Academic Unit.

PPL must be completed within six (6) months after the birth of the child or the placement of a child for adoption. In the case of a dual-faculty couple (both employed at UC and both members of the Bargaining Unit), PPL must be completed within 12 months of birth. The number of children involved in a given birth or adoption shall not increase the length of PPL granted for the event.

PPL time may not be taken intermittently. If an official University holiday occurs during the Faculty Member’s PPL, the Faculty Member will receive holiday pay in lieu of a PPL day; this does not extend the length of the PPL.

19.5.6 Relation to the Tenure-Track Probationary Period and RPT.

A tenure-track Faculty Member who takes a PPL under this section may request an extension of the probationary period in accordance with Article 19.2.4.

A Faculty Member who has taken a PPL and is applying for reappointment, promotion or tenure is subject to the same RPT Criteria (established under Article 7.3.2) as other Faculty Members in his/her Academic Unit. The Faculty
Member’s use of a PPL shall not factor into the reviewers’ deliberations and recommendations in the RPT process.