



Leaves

This guide provides an overview of leave options, procedures, and related campus resources. If you have any questions, please do not hesitate to contact [LHRD](#) regarding your leave questions.

Table of Contents

- A. [Types of Leave](#)
 - B. [Family Medical Leave](#)
 - C. [Jury Duty](#)
 - D. [Catastrophic Leave](#)
-

A. Types of Leave

Sick Leave

Sick leave is provided for eligible Library employees if you are unable to work because of illness, injury, or disability. This covers time off for medical, dental, and other approved practitioner appointments. In addition, this leave can be taken on a limited basis in the case of illness or death of a family member.

Vacation Leave

Regular and probationary employees appointed at fifty percent (50%) or more of full time for a period of six months or more are eligible to earn paid vacation leave, which accrues on a monthly basis. The amount of your [vacation leave accrual](#) depends on your length of service to the university.

Holiday Leave

The University provides [14 paid holidays\(link is external\)](#) each calendar year for eligible employees.

Family and Medical Leave

The university offers a number of [paid and unpaid leave options\(link is external\)](#) for family and medical leave for new parents, as well as employees caring for family members affected by illness. UC offers many resources to support employees and their families.

Military Leave

Employees who are members of any branch of the U.S. Military or National Guard

may require leave from their jobs for active duty, training, or examination. These employees can apply for time off, including supplemental pay not to exceed the duration of their tour of active duty. To take military leave, consult the [UCnet roadmap](#) for a list of steps and additional resources.

Disability

UC provides [Short-Term Disability and Supplemental Disability](#) insurance to eligible employees. These benefits in conjunction with state-mandated Workers' Compensation and Social Security disability benefits create a comprehensive safety net to protect employees from loss of wages over the course of a disability period. To be eligible for Short-Term Disability coverage, you must be eligible for the Full benefits package. UC pays the premium, however the Short-Term plan only provides very basic disability coverage – 55% of your salary up to \$800 per month for six months.

B. Family Medical Leave

Family Medical Leave (FMLA) is Basic Leave Entitlement that provides up to 12 weeks of unpaid, job-protected leave or intermitted time off to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the

employee's job.

Please let contact the [Library Human Resources Department](#).

if you are dealing with a situation other than a common cold or flu. A recurring condition or a family member with a recurring health condition that requires your care during work hours may qualify for FMLA protection.

If you are provided with a FMLA packet from Campus Shared Services or LHRD, please take the paperwork to your Health Care Provider for completion within the deadline. Once you have returned the completed paperwork it will be determined if your situation is a FMLA qualifying event. Once it is determined that you are on FMLA, your monthly timesheet should reflect FMLA sick, FMLA vacation or FMLA leave without pay.

Leave reporting

FMLA is not paid time off, although you can use your accrued sick or vacation leave. Every time you take off from work for the FMLA condition, use the FMLA codes on your CalTime timesheet either or a combination of FMLA sick, FMLA vacation or FMLA Leave without pay.

Exempt employees

When an exempt employee is on FMLA, all leave usage is reported, even for partial days. Employee and Supervisor can agree to a flexible work schedule that may help with situations such as these, which also includes recurring Doctor appointments, ongoing treatment and physical therapy appointments. There is a separate exempt employee form that must also be completed by the supervisor and the exempt employee.

C. Jury Duty

Career employees are granted regular pay for time lost due to jury service and a reasonable amount of related travel time to leave from or return to work.

When you report for jury duty, please obtain the certificate from the court clerk for all days that you reported to court. Please submit it to LHRD when you return to work. You can drop off a copy or submit it by email to [LHRD](#).

Time reporting

For all days that you reported for jury service, timesheets should reflect the hours missed under the category of jury duty on CalTime.

The summons for jury duty is not enough. Without the certificate from the court, the time missed from work should be reported as vacation leave.

D. Catastrophic Leave

The University offers a [Catastrophic Leave-Sharing Program](#) to give staff and academic employees a chance to support their colleagues who are facing a major health crisis, whether their own or that of a family member. The program allows employees to provide assistance in the form of donated vacation leave. It was developed as part of campus efforts to create a caring environment, and because many members of the campus community have expressed a desire to assist their co-workers in this way. While the program establishes a mechanism for leave transfers, participation is entirely voluntary.

If you are interested in donating vacation leave, please contact [LHRD](#) for assistance.