

# ASE and GSR Employee Leave Chart (Last Updated January 2024)

MEDICAL and FAMILY-RELATED LEAVES		
LEAVE TYPE AND DURATION	REQUEST PROCESS	PAY STATUS
<p><b>SHORT-TERM LEAVE</b></p> <p>For the purposes of:</p> <ul style="list-style-type: none"> <li>Personal illness and/or disability;</li> <li>Birth, adoption, or care of a child or family member<sup>1</sup>;</li> <li>Family emergencies; or</li> <li>Immigration appointments and/or hearings<sup>2</sup>.</li> </ul> <p>3 days per academic semester for salaried employees<sup>3</sup>. Additional time off may be granted at the discretion of the Hiring Department but not to exceed the appointment end date.</p>	<p>The employee shall submit a written request for leave/extension of leave to their Supervisor in a timely manner, <b>but no less than 1 working day in advance of the anticipated leave date</b>, unless the leave is for an unanticipated personal/family illness or bereavement.</p> <p>The written request must contain the reason for the leave, the expected duration, and any supporting documentation as appropriate to the leave type.</p> <p>Leave approval and administration is at the department level.</p>	<ul style="list-style-type: none"> <li>3 days of paid leave for salaried employees.</li> <li>Unpaid for hourly employees (Readers and Tutors).</li> <li>Unpaid for additional time off – for all employees.</li> </ul>
<p><b>LONG-TERM LEAVE – for salaried employees only</b></p> <p>For the purposes of following:</p> <ul style="list-style-type: none"> <li>Pregnancy, childbirth or related medical conditions prior to, during and after childbirth<sup>4</sup>;</li> <li>The employee’s own serious health condition<sup>5</sup>, care of a family member who has a serious health condition; or</li> <li>To care for and bond with a newborn child or a child placed with the employee for adoption or foster care.<sup>6</sup></li> </ul> <p>Up to 8 weeks of paid leave in an academic year. Additional time off may be granted at the discretion of the Hiring Department but not to exceed the appointment end date.</p>	<p>The employee shall notify their Supervisor at a <b>minimum of 30 calendar days in advance of the anticipated begin date</b> or as soon as possible, if the leave is unforeseeable.</p> <p>The employee completes and submits the following leave request documents to the Hiring Department for review and approval:</p> <ul style="list-style-type: none"> <li><a href="#">Leave of Absence Request Form</a></li> <li>Certification of Healthcare Provider <ul style="list-style-type: none"> <li><a href="#">For employee’s pregnancy disability</a></li> <li><a href="#">For employee’s serious health condition</a></li> </ul> </li> <li><a href="#">Declaration of Relationship</a>: <ul style="list-style-type: none"> <li>For the care of a family member or to care for newborn/placed child (Parental Leave)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Paid - <u>Up to</u> 8 weeks per academic year regardless of the number of qualifying events.</li> </ul> <p><b>NOTE:</b> Academic Year refers to the start of Fall Semester through the end of Summer.</p> <ul style="list-style-type: none"> <li>Unpaid for additional time off.</li> </ul>
<p><b>PREGNANCY DISABILITY</b></p> <p>For pregnancy and/or reasonable accommodation for pregnancy disability, childbirth, and related medical conditions.<sup>7</sup></p> <p>Up to 4 months in a 12-month period but not to exceed the employee’s appointment end date.</p>	<ul style="list-style-type: none"> <li>The Hiring Department will route the Leave Request Form to Dean’s Office/VCR for review, if applicable.</li> <li>Dean’s Office/VCR: <ol style="list-style-type: none"> <li>Reviews the leave request form, and notifies Hiring Department</li> <li>Hiring Department notifies the employee, Graduate Advisors and Grad Division of the approved leave, as applicable</li> <li>Department submits approved Leave of Absence Request form and <a href="#">applicable BRS leave request form</a> to <a href="#">Berkeley Regional Services</a> for processing and entry into UCPath.</li> </ol> </li> </ul> <p>Note: Employees returning to work from leave due to pregnancy, childbirth, or related medical condition, or serious health condition will be provided the <a href="#">Return to Work Certification Form</a>, to be completed by the Primary Care Provider, and return to the Hiring Department <b>prior</b> to the return work date for updating in UCPath.</p> <p>Leave approval and administration is delegated to the dean’s office/or may be delegated further.</p>	<p>Pregnancy Disability leave is normally unpaid. The Hiring Department continues to pay the employee’s University-sponsored health insurance for the duration of the approved leave.</p>

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## NON-MEDICAL LEAVES

LEAVE TYPE AND DURATION		REQUEST PROCESS	PAY STATUS
<p><b>BEREAVEMENT</b></p> <p>Leave due to death of a family member<sup>1</sup></p> <p>Up to 5 calendar days per occurrence(s) on days scheduled to work. Additional time off may be granted at the discretion of the Hiring Department but not to exceed the appointment end date.</p>		<p>The employee shall submit a written request for leave/extension of leave to their Supervisor in a timely manner, <b>but no less than 1 working day in advance of the anticipated leave date</b>, unless the leave is for an unanticipated personal/family illness or bereavement.</p> <p>The written request must contain the reason for the leave, the expected duration, and any supporting documentation as appropriate to the leave type.</p>	<p>Paid – <u>Up to</u> 5 calendar days per occurrence(s) on days scheduled to work.</p> <p>The Hiring Department may grant additional paid time off, if needed.</p>
<p><b>MILITARY</b></p> <p>For ASEs who are called to <b>active</b> US Military Service</p>	<p>Not to exceed the employee’s appointment end date</p>		<p>Paid to the extend required by applicable law<sup>8</sup></p>
<p><b>OTHER LEAVES</b></p> <p>Such leaves include but not limited to:</p> <ul style="list-style-type: none"> <li>Attend professional meetings</li> <li>Provide services to Govt. Agencies</li> </ul>			<p>Paid or Unpaid – at the discretion of the Hiring Department or if required by applicable law.</p> <p>Note: GSRs have paid Personal Time Off (PTO) that may be used for a variety of reasons.</p>
<p><b>JURY DUTY</b></p> <p>For required jury duty service</p>			<p>The employee shall notify their Supervisor of jury duty service in advance of the service date and may be required to provide a copy of the Proof of Appearance for Jury Service for each day of service issued by the Court.</p>
<p><b>REPRODUCTIVE LOSS</b></p> <p>For the purposes of failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.</p> <p>5 days for each loss up to a total of 20 days within a calendar year. Leave must be used within 3 months of the loss or if on another leave, must complete the leave within 3 months of the end date of other leave.</p>		<p>The employee shall submit a request (verbal or written) for leave/extension of leave to their Hiring Department.</p> <p>Leave approval and administration is at the department level.</p>	<p>Unpaid – may elect to use certain types of paid leave to remain on pay status: short-term leave, personal time off, and/or long-term leave<sup>9</sup></p>

# ASE and GSR Employee Leave Chart (Last Updated January 2024)

**Note:**

- All leaves are not to exceed the ASE/GSR appointment end date. Paid leaves are charged to the ASE/GSR's appointment funding source.
- Coverage of work duties is distinct from leave status and pay for time away from the job.
- Coverage of work duties may be managed through the appointment of a substitute ASE (the salary for an eight-week substitute is paid by UC), or the Instructor of Record may fulfill the work duties and functions.

<sup>1</sup> Defined as one's parent, child, spouse, domestic partner, grandparent, grandchild or sibling. Child means the employee's biological child, adopted child, foster child, stepchild, legal ward, or a child for whom the employee stands in loco parentis, who is under 18 years of age or incapable of self-care because of a mental or physical disability. Parent includes the employee's biological parent, foster parent, adoptive parent, stepparent, parent-in-law, legal guardian, or an individual who stood in loco parentis to the employee when the employee was a child.

<sup>2</sup> Scheduled by federal immigration officials or the U.S. Department of State with respect to immigration or citizenship status of the ASE/GSR, spouse, domestic partner, child or parent in accordance with the Immigration Articles of the BX and BR contracts.

<sup>3</sup> Teaching Assistant, Associate Instructor, and Graduate Student Researcher

<sup>4</sup> Any paid leave taken under this leave option shall run concurrently with any leave taken under the Pregnancy Disability leave pursuant to California's Pregnancy Disability Leave Laws. If a substitute ASE/GSR is required to cover duties of the student on childbirth leave, the replacement's salary may be eligible to be funded by the Childbirth Accommodation Fund. Please see the Graduate Division's website for more details, <https://grad.berkeley.edu/financial/families/>

<sup>5</sup> Defined by FMLA as "a serious health condition that makes the employee unable to perform the essential functions of his or her job"

<sup>6</sup> Leave shall be taken within twelve months of the birth or placement of the child with the employee.

<sup>7</sup> Per the [California Pregnancy Disability Leave Laws](#)

<sup>8</sup> See APM-751: <https://www.ucop.edu/academic-personnel-programs/files/apm/apm-751.pdf>

<sup>9</sup> See APM-759: <https://www.ucop.edu/academic-personnel-programs/files/apm/apm-758.pdf>