

Job Aid: Extended Absence Request Leaves and Description

The leaves that appear in the **Leave** field on the **Request Extended Absence** page are based on the eligibility group that is assigned to the employee. The full list of leaves is provided in this table. Leaves that include an asterisk (*) may also require FMLA/CFRA/PDLL to be completed for the absence request.

Leave	Description
4806/4804.1 Salary Continuance	Granted to University Police Officers Association under the California Labor Code Section 4806, a leave with full salary for a period not exceeding one year for an injury/illness arising out of and in course of the employee's duties. This leave shall not be charged to accrued sick leave or vacation.
Bargaining Release Time	The University shall provide release time in a without-loss-straight-time-pay status to attend scheduled bargaining sessions for negotiations.
Bereavement	Leave of absence due to death of a family member or another person close to the employee.
Bone Marrow/Organ Donation*	Leave of absence due to employee donating blood, platelets, bone marrow or an organ.
Childbearing Leave*	Used when an expectant mother is taking a leave for pregnancy (doesn't have to be FMLA eligible). Leave of absence granted to an employee who is disabled because of pregnancy, childbirth or related medical conditions.
Childcare Leave (NX Contract)	Leave of absence for employee to bond with her/his child after the child's birth or placement with the employee for adoption or foster care, and to attend to matters related to the birth, adoption, or placement of child within 12 months. This will be applied after the use of CFRA (if applicable).
Community Service	Leave of absence for employees to provide volunteer services to University sanctioned non-profit organizations engaged in charitable or community service efforts. Not to exceed 24 hours.
Emergency Relief Leave	Leave of absence granted to an employee to perform emergency duty as a volunteer firefighter, reserve peace officer, emergency rescue personnel, or to provide other service to a city, state, federal or other public entity.
Employee's SHC-CFRA	Leave of absence for employees who are unable to perform their job due to their own serious health condition, such as an illness, injury, impairment or mental condition covered under the California Fair Employment and Housing Act that contain family care and medical leave provisions for California employees.
Employee's SHC-FMLA	Used when CFRA is not being applied. Not as commonly used. Leave of absence for employees entitled to FMLA when they are unable to perform their job due to their own serious health condition such as an illness, injury, impairment or mental condition.
Employee's SHC-FMLA/CFRA	Used most commonly when running concurrently with FMLA. Leave of absence for employees entitled to FMLA when they are unable to perform their job due to their own serious health condition such as an illness, injury, impairment or mental condition also covered under the California Fair Employment and Housing Act that contain family care and medical leave provisions for California employees.
Expired License/Certification	Leave of absence due to a pending license or recertification.
Expired Work Authorization	Leave of absence given to employee to renew their expired work authorization.

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Faculty Medical Leave*	Leave of absence granted to Faculty who are unable to perform their job due to illness, injury or impairment.
Faculty Sab in Res–Full Pay	Sabbatical leave in residence at the university may be granted to a faculty member who is eligible for a regular full sabbatical and who, in addition to a program of research and/or study, will teach at the University of California (100%). (Residence: qualified individuals who engage in teaching, research or other creative work.)
Faculty Sab in Res–Part Pay	Sabbatical leave in residence at the university may be granted to a faculty member who is eligible for a regular partial sabbatical and who, in addition to a program of research and/or study, will teach at the University of California (anything less than 100%). (Residence: qualified individuals who engage in teaching, research or other creative work.)
Faculty Sabbatical-Full Pay	Leave of absence for full sabbatical. Used when the faculty member is taking full sabbatical (100%).
Faculty Sabbatical-Part Pay	Leave of absence for partial sabbatical. Used when the faculty member is taking a partial sabbatical (anything less than 100%) therefore, should be entered as Partial Pay to reflect the nature of the sabbatical leave.
Family Illness/Injury*	For non-FMLA usage (if using kincare for a non-FMLA qualifying employee). Leave of absence to care for spouse, domestic partner, child or parent with an illness, injury or disability.
Family SHC-CFRA	Leave of absence under the California Family Rights Act (CFRA) to care for a family member with a serious health condition. Includes when the employee's assistance is required to care for a domestic partner with a serious health condition or to care for an ill or injured service member if the leave would qualify under CFRA as leave for a family member with a serious health condition. Starting on January 1, 2021, employees may take leave under CFRA to care for additional family members, including a non-disabled adult child, grandparent, grandchild, or sibling. Starting on January 1, 2022, employees are also able to take leave under CFRA to provide care for a parent-in-law with a serious health condition. Starting on January 1, 2023, employees may take leave under CFRA to provide care for a designated person with a serious health condition. Employees may elect to use the Pay for Family Care and Bonding pay option as income replacement when an eligible leave is taken under the California Family Rights Act (CFRA) or Family and Medical Leave Act (FMLA) or both to care for a family member other than a designated person with a serious health condition. Effective January 1, 2023, the Pay for Family Care and Bonding pay option income replacement changed from 70% to 100% of eligible earnings.
Family SHC-FMLA	Leave of absence for employees entitled to FMLA when the employee's assistance is required to care for a child or parent with a serious health condition when CFRA was exhausted for other eligible leaves.
Family SHC–FMLA/CFRA	Used most commonly. Leave of absence for employees entitled to FMLA when the employee's assistance is required to care for a spouse, domestic partner, child or parent with a serious health condition covered under the California Fair Employment and Housing Act that contain family care and medical leave provisions for California employees.

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Investigatory Leave	Leave of absence for an employee with or without notice, to permit the University to review or investigate actions including but not limited to dishonesty, theft, or misappropriation of University property, fighting on the job, insubordination, acts endangering others, or conduct which warrants removing the employee from the work site.
Jury Duty	Leave of absence for employee summoned to required jury duty. Note: Must provide a copy of the summons to her/his supervisor upon request.
Legal Proceedings	Leave of absence for employee to attend administrative or legal proceedings as directed by the University or is subpoenaed by the University to appear as a witness in an administrative or legal proceeding.
Lieu of Sab in Res-Full Pay	Leave of absence for an appointee in residence at the university (residence: qualified individuals who engage in teaching, research or other creative work) and who is eligible for a sabbatical leave may be eligible for an administrative leave with pay in lieu of a full sabbatical leave (100%). Allows administrators to devote effort to their research which may have been interrupted by administrative service.
Lieu of Sab in Res-Part Pay	Leave of absence for an appointee in residence at the university (residence: qualified individuals who engage in teaching, research or other creative work) and who is eligible for a sabbatical leave may be eligible for an administrative leave with pay in lieu of a partial sabbatical leave (anything less than 100%). Allows administrators to devote effort to their research which may have been interrupted by administrative service.
Lieu of Sab-Full Pay	Leave of absence for an appointee who holds an administrative position and who is eligible for a sabbatical leave may be eligible for an administrative leave with pay in lieu of a full sabbatical leave (100%). Allows administrators to devote effort to their research which may have been interrupted by administrative service.
Lieu of Sab-Part Pay	Leave of absence for an appointee who holds an administrative position and who is eligible for a sabbatical leave may be eligible for an administrative leave with pay in lieu of a partial sabbatical leave (anything less than 100%). Allows administrators to devote effort to their research which may have been interrupted by administrative service.
LT Family BX/BR*	Long-term family leave of absence granted to employees under the BX and BR union to care for a family member with a serious health condition or for the employee to care for/bond with newborn child or newly placed child.
LT Medical BX/BR*	Long-term medical leave of absence granted to employees under the BX and BR union to take for their own serious health condition, pregnancy, childbirth or related medical conditions for the period prior to, during, after childbirth.
Medical Leave*	Leave of absence for an employee who is unable to perform their job due to illness, injury or impairment.
Military Caregiver-FMLA	Leave of absence for employees entitled to FMLA to care for a family member or next of kin who is a covered service member undergoing medical treatment, recuperation or therapy for a serious injury or illness.
Military Leave	Leave of absence granted to employees called to active duty or for reserve or active duty training. Note: An employee who is not eligible for military leave with pay may elect to substitute accrued vacation leave and/or compensatory time off (or PTO, if applicable).

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Military Spouse/Dom Ptr Leave*	Leave of absence for an employee who is a spouse or domestic partner of the Armed Forces, National Guard or Reserve where the qualified member is on leave from deployment during a period of military conflict.
Notice Leave	Leave of absence for employee during a layoff, individual notice to each employee of the effective date of the layoff and whether the layoff is temporary, or indefinite is given by the University.
Other Circumstances	Leave of absence offered to University employees to accommodate for other circumstances for which they may need to take time away from work for personal reasons such as, school suspensions, school activities, victim of domestic violence/sexual assault/stalking, victims or serious/violent felonies, literacy leave, Family School Partnership Act or Administrative Leave.
Parental Bonding*	For non-FMLA usage. Leave of absence for employee bond with her/his child after the child's birth or placement with the employee for adoption or foster care, and to attend to matters related to the birth, adoption, or placement of child within 12 months.
Parental Bonding-CFRA	Leave of absence for employees to bond with her/his child after the child's birth or placement with the employee for adoption or foster care, and to attend matters related to the birth, adoption, or placement of the child within 12 months. Covered under the California Fair Employment and Housing Act that contain family care and medical leave provisions for California employees.
Parental Bonding-FMLA	Not Commonly Used. Used when CFRA entitlement was used when FMLA didn't run concurrent. Leave of absence for employees entitled to FMLA to bond with her/his child after the child's birth or placement with the employee for adoption or foster care, and to attend matters related to the birth, adoption, or placement of the child within 12 months.
Parental Bonding-FMLA/CFRA	Most commonly used. Leave of absence for employees entitled to FMLA to bond with her/his child after the child's birth or placement with the employee for adoption or foster care, and to attend matters related to the birth, adoption, or placement of the child within 12 months. Covered under the California Fair Employment and Housing Act that contain family care and medical leave provisions for California employees.
Parental Leave under APM/IX*	Leave of absence granted to appointment employees under the IX union to bond with their newborn or newly placed child. Must be initiated and concluded within one calendar year of the birth or placement of child.
Personal Leave	Staff - Leave of absence granted to employee for employee's own personal reasons without pay. Academic Personnel Us - Due to religious beliefs, non-expectant faculty to assist expectant parent prepare for birth, can take a year of personal leave to work at another university on pay status, take an additional quarter off after parental bonding, new H1B visa approval.
PostDoc Parental Leave*	Leave of absence granted to Postdoctoral Scholar's to bond with their newborn or newly placed child. Must be initiated and concluded within one year of birth or placement of child.

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Pregnancy Disability-FMLA/PDLL	Pregnancy Disability Leave (PDL) of absence occurs when an employee takes a disability leave due to pregnancy, childbirth or a related medical condition. Pregnancy Disability Leave gives an employee the right to return to the same or similar position. Academic Personnel Use. Paid leave granted to an employee who is disabled because of pregnancy, childbirth or related medical conditions that runs concurrently with FMLA.
Pregnancy Disability-PDLL	Pregnancy Disability Leave (PDL) of absence occurs when an employee takes a disability leave due to pregnancy, childbirth or a related medical condition. Pregnancy Disability Leave gives an employee the right to return to the same or similar position. Academic Personnel Use. Paid leave granted to an employee who is disabled because of pregnancy, childbirth or related medical conditions.
Professional Development	Leave of absence granted to an employee for career-related or job-related professional development activities such as opportunities for on-the-job training, cross training, coaching, and internships; attendance at courses, workshops, seminars, conferences, institutes, lectures, and meetings; and participation in professional and technical associations.
Qualifying Exigency-FMLA	Leave of absence for eligible employee who is the spouse, domestic partner, son, daughter or parent of a covered military member may take Qualifying Exigency Leave to attend to any qualifying exigency when the covered military member is on active military duty or has been notified of an impending call or order to active military duty in the Armed Forces.
Rehabilitation*	Leave of absence for an employee who wishes to voluntarily enter and participate in an alcohol or drug rehabilitation program.
Reproductive Loss Leave	Leave of absence following a reproductive loss experienced by the employee, by the employee's current spouse or domestic partner, or by another individual if the employee would have been a parent of a child had the reproductive loss not occurred.
Service to Government Agencies	Leave of absence for employees to accommodate their need to be away from work to perform certain military service, public service, and civic duties.
Special 2-Month Unpaid Leave LX	Leave of absence granted to employees under the LX union who request a 2-month leave without pay.
Special Research Leave	Academic Personnel Use: Unpaid leave of absence granted for non-UC research activities.
ST Family BX/BR*	Short-term family leave of absence granted to employees under the BX and BR union to care for an ill family member, family emergencies or federal immigration hearings for a family member.
ST Medical BX/BR*	Short-term medical leave of absence granted to employees under the BX and BR union to take for their own personal illness, disability or birth of a child.
Supplemental FMLA	Leave of absence for a regular status (non-represented) employee who has exhausted all Family and Medical Leave is eligible for Supplemental Family and Medical Leave for up to an additional 12 workweeks (or until the end of calendar year, whichever is less) if the need for a Family and Medical Leave that is in progress continues beyond 12 work weeks.
Suspension/Corrective Action	Unpaid leave of absence for employee who may be subject to removal from the workplace due to corrective action and may be suspended for a defined period of time.

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Temporary Layoff	Leave of absence used to temporarily place an employee on layoff that does not exceed a cumulative total of four calendar months in a calendar year and for which there is a specific date to return to work.
Union Business Leave	Granted to a represented employee for a paid reimbursed leave to engage in union business.
Workers' Comp ESL*	Leave of absence for employee who has exhausted her/his accrued sick leave and is unable to work due to a work-incurred injury or illness.
Workers' Comp*	Leave of absence for employee who is injured or becomes ill as a result of work performed for the University.