

Chapter 14: Academic Student Employee (ASE) Leaves

See Article 17 of the 6/20/14 ASE/UAW contract for full details on leaves: http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx_2010-2013_17_leaves.pdf.

Leave Types

Bereavement Leave

Subject to the provisions of the ASE union contract, the University will grant an ASE's reasonable request for bereavement leave due to the death of a family member as defined in Section H. The period of bereavement leave shall be up to three (3) days per occurrence. Salaried (sub 0) ASEs shall be granted up to three (3) days pay for bereavement on those days the employee was previously scheduled to work.

Jury Duty

An ASE shall be eligible for a jury duty leave when summoned for required jury duty service. Jury duty leave is leave with pay. Students should be encouraged to defer their jury duty to the summer months, if possible, when classes are not in session so as to not inconvenience the enrolled students. Verification of actual service for jury duty shall be provided by the ASE to the appropriate timekeeper. Pay for jury duty will not continue past the end date of the ASE's appointment.

Long-Term Medical Leave and Family-Related Leave

Subject to the provisions of the ASE contract, the University will grant a salaried (sub 0) ASE's reasonable request for long-term leave during the academic year. Whenever possible the leave should be requested at least thirty (30) days in advance. The leaves described below may be combined for a maximum of six (6) weeks of leave during the academic year. The leave cannot be continued beyond the end date of the ASE's appointment. An ASE receiving paid leave for pregnancy disability, childbirth, related medical condition or for illness or injury from any other source within the University will not be eligible to receive leave.

Paid Leave for Pregnancy Disability, Childbirth and Related Medical Conditions

1. A salaried ASE shall be eligible to receive up to six (6) weeks of paid leave for pregnancy, childbirth or related medical conditions for the period prior to, during, and after childbirth. Any paid leave taken under this Section shall run concurrently with any leave taken under Section B. pursuant to California's Pregnancy Disability Leave Laws. An ASE will be approved for up to two additional weeks of unpaid leave for baby bonding, provided such unpaid leave does not extend beyond the end date of the ASE's appointment. Unpaid leave may be granted for periods beyond the terms of leaves in this Section D, at the sole discretion of the University.
2. Under the Division of Graduate Education and Postdoctoral Affairs Childbirth Accommodation policy, Ph.D. and MFA student women who are anticipating childbirth and have GSR, TA or Associate (sub 0) appointments may be excused from employment for a total of 6 weeks without loss of pay. Students eligible for both the Accommodation Policy and the ASE child bearing leave benefit will use the ASE benefit. The Petition for Childbirth Accommodation form is available at: <http://grad.ucsd.edu/financial/employment/benefits/support-for-student-parents.html>.

Other Paid Leave

1. A salaried (sub 0) ASE shall be eligible to receive up to four (4) weeks of paid leave for a serious health condition as defined under the Family Medical Leave Act (FMLA) of the ASE or the ASE's family member. Additionally, this leave may be used for the care and bonding with an ASE's newborn or child placed with the ASE for adoption or foster care, provided that the leave is taken within twelve months of the birth or placement of the child with the ASE.
2. When entering a leave of absence into PPS, use the ELVE screen to enter the appropriate LOA code.
 - a. Leave of Absence action code: 16 (4 weeks)

See also: [Extended Leaves](#)

Military Leave

ASEs called to active military service shall be provided leave from their current positions to fulfill their military obligations. Military leave will be paid to the extent required by applicable law.

Pregnancy Disability Leave

Under the California Pregnancy Disability Leave Laws, ASEs are entitled to unpaid leave for up to four months per pregnancy and/or reasonable accommodation for pregnancy disability, childbirth, and related medical conditions. Notwithstanding the foregoing, a Pregnancy Disability Leave will not continue beyond the end date of the ASE's appointment. The University will maintain and pay for health insurance coverage (University-sponsored Student Health Insurance Plans, or other insurance for non-student ASEs, as applicable) for the duration of the leave, not to exceed four months in a 12-month period under the same conditions that coverage would otherwise have been provided by the University if the employee had been in employment continuously for the duration of the leave.

Short-Term Family-Related Leave

The University will grant an ASE's reasonable request for leave of absence of appropriate duration due to:

- Personal illness and/or disability
- Birth, adoption, or care of a child or family member as defined in Section H of the ASE union contract
- Family emergencies

Paid Medical Leave and Family Leave

Subject to the provisions of the ASE union contract, students appointed on salaried (sub 0) ASE titles at 50% for an academic quarter are eligible for no more than two (2) paid sick leave days per quarter. For ASEs who are employed other than 50% FTE, the amount of paid leave will be prorated. (e.g. 25% appointment = one (1) day sick leave). The leave does not accrue from quarter to quarter.

- Leaves shall be unpaid for non-salaried (sub 2) employees.
- The student should complete an absence slip and provide it to the hiring department timekeeper. The department will monitor and provide summary of short-term usage as requested by the Division of Graduate Education and Postdoctoral Affairs and/or Labor Relations.
- In the case of the student being simultaneously employed by two or more departments, the student will earn leave from each department based on the percentage of the appointment. For example, a student with two 25% appointments would earn two (2) days per quarter – one (1) day from each department. Two absence slips would need to be completed.

Vacation

Students appointed as Teaching Assistants, Associates, Readers and Tutors do not accrue formal vacation.

Workers' Compensation

A student appointed on an academic title may be eligible for workers' compensation benefits for qualified injury or accident. Additional information may be obtained from the [Workers' Compensation](#) program.