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October 9, 2020

To: General Campus, Health Sciences, and Scripps Institution of Oceanography Academic Appointees

From: Elizabeth H. Simmons, Executive Vice Chancellor, Academic Affairs  
Robert E. Continetti, Sr. Associate Vice Chancellor, Academic Affairs

**Re: Interim Exception to APM-710 Leave Policy**

Dear Colleagues,

On [September 10, 2020](#), UCOP announced two interim exceptions for the APM-710 leave policy to provide additional relief to academic appointees during Fall 2020. These exceptions allow for faculty and other academics covered by APM-710 to use their sick/paid medical leave benefits if they are unable to work or telework because their children are not able to physically attend their school or place of care due to COVID-19 precautions.

Upon request for implementation clarification, and after consultation with the Office of General Counsel, UCOP Provost Brown clarified on September 29, 2020 that for each campus, the Chancellor, under the authority granted in APM 710-24, can administer these policy exceptions by putting in place an approval process for this specified use of sick leave and paid medical leave.

Non-represented faculty who are not participants in the UCSD Health Sciences Compensation Plan (HSCP) and other academic appointees covered under APM-710 are eligible to request use of this benefit. For a list of eligible titles, see [APM-710-14](#). The use of sick leave for childcare for those appointed in Unit 18 Lecturer titles is subject to collective bargaining and is currently not available for those titles.

Requests for leaves and course relief must be negotiated on an individual basis between the faculty member, department chair, and in some cases, the dean. It is important that a balance be struck between assisting the faculty member and ensuring that the instructional and research missions of the University are able to continue. It will be necessary for chairs and deans to review requests on a case-by-case basis, taking into account the curriculum of the department, the need to offer required courses, the availability of alternative instructors, and the number of individuals requesting this leave in the Fall 2020 term. Divisions are expected to cover any replacement instructor costs using divisional resources. All of these requests must be approved by Sr. Associate Vice Chancellor Robert Continetti.

Under this interim exception to policy:

- **Academic appointees who accrue sick leave** may request to use accrued sick leave for childcare reasons due to the COVID-19 precautions. (APM 710-20)
- **Faculty who do not accrue sick leave** are permitted to request one (1) course reduction in Fall 2020 or other equivalent workload reduction, for childcare reasons due to the COVID-19 precautions. If approved, four (4) weeks will be deducted from their paid medical leave balance (APM-710).

- Faculty with 10 years or less of UC service may have a balance of up to 2 quarters (24 weeks) of paid medical leave. Previous medical leaves within the 10-year period will affect how much leave remains available.
- Faculty with more than 10 years of service may have a balance of up to 3 quarters (36 weeks), within each subsequent ten (10) year period, of paid medical leave. Previous medical leaves within the 10-year period will affect how much leave remains available.
- **Represented Appointees**
  - Appointees covered by the [Librarian \(LX\)](#), [Postdoctoral Scholar \(PX\)](#), and [Academic Researcher \(AR\)](#) labor contracts may request to use accrued sick leave for childcare reasons due to the COVID-19 precautions.
  - Subject to collective bargaining, the use of sick leave for childcare is currently not available to those appointed in the Lecturer titles (Unit 18).
  - Academic Student Employees (ASEs) do not accrue sick leave and are therefore not eligible for this temporary policy exception.
    - Note that there are other provisions for ASEs related to leave for childcare reasons, including a temporary exception to the ASE Childcare Reimbursement. For more information please visit: <https://go.ucsd.edu/34q4siM>

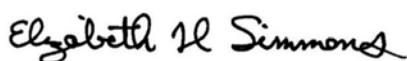
These provisions are in effect immediately through December 31, 2020. All other provisions of APM 710, including eligibility criteria, remain in effect.

Use of APM 710 leave under the above exceptions does not affect eligibility for the other leaves available for COVID-19-related reasons, including Emergency Paid Sick Leave (EPSL) or Emergency Family and Medical Leave (EFML) granted under the Families First Coronavirus Relief Act (FFCRA), or Expanded Paid Administrative Leave (EPAL) provided by University policy. These leaves may be taken before or after any accrued sick leave or paid medical leave. Information about these leaves is available on the Academic Personnel COVID-19 resource page [here](#).

Requests to use 710 exceptions should be processed similarly to other leave requests; the APM 710 Temporary Exception Request Form to be attached to the ALAS for paid medical leave use requests will be available on the Academic Personnel Services (APS) website by Friday of this week.

Faculty who are approved for this exception will still be required to fulfill their remaining faculty duties, i.e., other teaching (if assigned more than one course), advising students/office hours, research, service, etc. In addition, faculty who are approved to use paid medical leave for course reduction will not be eligible, in the same ten-year period, to request additional paid medical leave to replace leave forfeited by approved agreements.

Please share this information with chairs and faculty in your division.



Elizabeth H. Simmons  
Executive Vice Chancellor, Academic Affairs



Robert E. Continetti  
Sr. Associate Vice Chancellor, Academic Affairs

Cc: Cindy Palmer, Assistant Vice Chancellor, Academic Personnel  
Steve Ross, Associate Vice Chancellor, Resource Administration