

Academic Leave Entry (MIV) and Required Documentation

Issued: December 2, 2025

Overview

Following a comprehensive audit of academic leaves conducted earlier this year (2025), updated procedures have been implemented to ensure consistency, compliance, and improve documentation accuracy and entry within the MyInfoVault (MIV) system. These guidelines outline the required practices for submitting, updating, and managing academic leave records.

Applicable Titles:

The following faculty series/titles are **required** to submit leave forms in MIV (**all ranks**):

- Professor (ladder)
- Professor in Residence
- Professor of Clinical X
- Health Sciences Clinical Professor
- Adjunct Professor
- Lecturer / Lecturer – SOE
- Academic Coordinator

The following non-faculty titles are required to submit leave forms in MIV (**all ranks/levels**):

- Professional Researcher
- Project Scientist
- Specialists, including Junior Specialists

Note: Postdoctoral Scholars and Graduate Student Researchers are not tracked in MIV. Refer to respective leave packets on the [AP Website](#) for submission/approval instructions.

Leave Management: Entitlements, Pay, and Submission Standards

Protected Leave Entitlements:

The following are entitlements available per calendar year, depending on the type of leave and eligibility:

- Pregnancy Disability Leave Law (PDLL, State): up to 4 months unpaid
- Family and Medical Leave Act (FMLA, Federal): up to 12 weeks unpaid
- California Family Rights Act (CFRA, State): up to 12 weeks unpaid
- Academic Expanded Paid Sick Leave: 6 days paid, prorated by the employee's FTE

Pay Options:

The following are available pay options, depending on the type of leave and eligibility:

- Health Sciences Compensation Plan (HSCP) Benefits, eligible faculty only:

- Childbearing / Childrearing
- Medical 90/90 (90 days of full pay / 90 days of base pay, X+X')
- New York Life (NYL) Med Comp Disability Pay Benefit
- Other Pay Option Benefits:
 - Vacation
 - Sick
 - Pay for Family Care and Bonding (PFCB)
 - Disability
 - Catastrophic Leave Donations
 - Leave without Pay

⚠ Other Pay Option Benefits cannot be combined with HSCP Benefits to achieve full pay.

⚠ Vacation and/or sick cannot be combined with PFCB (HS Comp Plan members) or Disability to achieve full pay.

Department and Academic Personnel Leave Responsibilities:

Department Responsibilities	AP Responsibilities
Determine FMLA/CFRA eligibility Leave Documentation Submitting MIV leaves Requesting Return-to-Work certification Confirm Ecotime/UC Path vacation balance <u>and</u> reconcile discrepancies prior to leave	Confirm FMLA/CFRA eligibility Department support MIV review UC Path entry

Required Leave Forms in MIV:

MIV leave forms should be submitted and approved in advance of the anticipated leave dates for all academic leaves related to:

- Family Medical Leave (FML) -FMLA/CFRA/PDLL:
 - Employee Serious Health Conditions
 - Family Serious Health Conditions
 - Pregnancy
 - Parental bonding
- Non-FML related leaves:
 - Bereavement
 - Personal
 - Professional Development
 - Military
 - Sabbatical; Sabbatical in Residence; Leave in Lieu of Sabbatical; Leave in Lieu of Sabbatical in Residence

⚠ Any leave over seven (7) days is required to be submitted in MIV, except standalone vacation. If unsure whether a leave form is required, consult your Academic Personnel (AP) Analyst.

Required Supporting Documentation:

Email your AP Analyst the required forms for each leave type at the time the MIV leave form is submitted.

Leave Type	Required Forms
Employee SHC	Employee Serious Health Condition Medical Certificate
Family SHC	Family Serious Health Condition Medical Certificate Declaration of Relationship Form
Parental Bonding	Declaration of Relationship Form

⊘ Please do not attach medical documentation in MIV.

Department Chair Leaves:

Department Chair leaves (e.g. medical, vacation, sabbatical) require Dean’s approval prior to MIV submission.

- Once approved, forward the documentation to your AP Analyst for review with the MIV leave form.

🔄 Leave Adjustments and Compliance Requirements

Early Leave Commencement:

If leave begins earlier than the date on the medical certificate (e.g., early delivery or rescheduled surgery), a **superseding medical certificate** must be submitted promptly.

Leave Date Modifications:

Any change to leave dates, protected entitlements or pay—even by one day—requires a new MIV leave form(s). This includes:

- Extensions
- Early departure
- Early or late return

Accurate documentation ensures proper tracking in MIV and UC Path.

Return-to-Work Clearance:

A return-to-work certificate is required and must be submitted **at least three (3) days prior** to resuming duties.

- Academics may not return to work without formal physician clearance (return-to-work certification).
 - For maternity leaves, it is recommended that the certificate be obtained during the academic’s 6–8 week postpartum appointment, marking the transition from pregnancy disability to CFRA (when CFRA eligible).
- A delay in submitting a return-to-work certificate will lead to payroll inaccuracies, resulting in an academic being either overpaid or underpaid.
- Employee will not be turned from leave in UC Path without proper clearance.

Paid Family Care and Bonding (PFCB) Leave

- Academic must be FML eligible under FMLA and/or CFRA to utilize the 8-week [PFCB leave benefit](#).
- PFCB leave is required to be taken for a minimum of 7-days block.
 - PFCB is **not** eligible for intermittent leave.
- If the academic elects to use PFCB, they must continue to use PFCB until their qualifying FML block leave ends or they exhaust their full 8 weeks of PFCB for the calendar year.
- For Health Sciences Compensation Plan faculty, PFCB covers base salary only (X+X').
- Holidays occurring within PFCB block leave should not be counted against the PFCB allotment, therefore, Academics may extend their leave by the number of holiday(s) that fall within the PFCB leave period.
 - The extended day(s) must be taken during that blocked leave and cannot be banked or deferred to a later date; the pay will remain at the base salary only.
 - Any holiday that falls within PFCB leave will remain at the base salary only.

Ecotime Entry Guidelines

For all faculty and non-faculty academic titles that are provisioned in Ecotime:

- Enter **only** accrued vacation and sick leave, and the Expanded Paid Sick Leave (ESL) bank.
- Ensure that the academic has available vacation or sick leave accruals, or ESL bank before reporting time in Ecotime.
- Expanded Paid Sick Leave (6 days/calendar year) must be reported in one day increments, prorated to the academic's current FTE.
- **Leave without pay** must be managed through approved MIV leave forms and UC Path—not entered in Ecotime.

Commitment to Accuracy and Support

Accurate reflection of leaves in MIV is a shared responsibility and a key compliance priority. While changes in circumstances may occur, timely submission of revised documentation is essential for compliance and operational efficiency.

Resources and Feedback

The Office of Academic Personnel offers a suite of resources, including title-specific leave modules and tools. We encourage departments and academics to explore the updated [Leave Page](#) for leaves guidance.

We welcome your feedback! To suggest additional resources or improvements, please email AP Analyst.



We appreciate your continued collaboration and attention to detail as we work together to strengthen academic leave processes.