



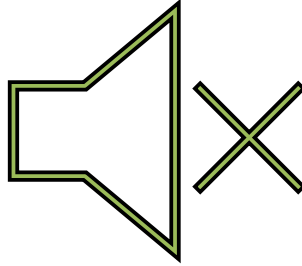
Academic Personnel Monthly Information Session

Presented by the Office of Academic Personnel

Presented by: Generalist Team

December 2, 2025

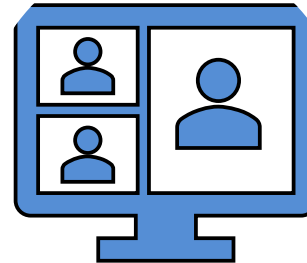
Housekeeping



Please keep yourself muted during the presentation



Ask questions in chat



Please keep your camera on during the presentation

Agenda



- ✓ Protected Entitlements vs. Pay Options
- ✓ Protected Leave Entitlements
- ✓ Pay Options
- ✓ Department and Academic Personnel Leave Responsibilities
- ✓ Required Leave forms in MIV and Supporting Documentation
- ✓ Leave Adjustments and Compliance
- ✓ Pay for Family Care and Bonding (PFCB)
- ✓ Ecotime Entry Guidelines

Academic Leave Entry and Required Documentation



The Office of Academic Personnel is committed to partnering with you through every step while navigating leaves within our UC Davis Health community.

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.

In this presentation we will cover guidelines for the required practices for submitting, updating, and managing academic leave records.

Applicable Titles

The following faculty 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

Protected Entitlements vs. Pay Options

While we understand that pay options are a primary concern for faculty when taking leave, it is equally important for them to recognize their job-protected leave entitlements and how these may affect their leaves (e.g. benefits, CFTE, and other aspects of their employment).

It is important to understand that protected job entitlements are **NOT** the same as pay options.

- Leave entitlements outline the types of job-protected leave available to employees under University policy, consistent with federal and state laws such as FMLA and CFRA. Job-protected leave allows employees to take unpaid time away from work without the University taking adverse employment actions (e.g., discipline or termination).
- Pay Options outline the University's policies and procedures that allow employees to continue receiving income while they are on leave.

Protected Leave Entitlements

Pregnancy Disability Leave Law (PDLL, State entitlement)

- Provides eligible employees with up to four (4) months of unpaid, job-protected disability leave per pregnancy.
 - Eligibility – available upon hire

Family and Medical Leave Act (FMLA, Federal entitlement)

- Provides eligible employees with up to twelve (12) workweeks of unpaid, job-protected leave per calendar year.
 - Eligibility – 12 months of University service and 1,250 hours worked

California Family Rights Act (CFRA, State entitlement)

- Provides eligible employees with up to twelve (12) workweeks of unpaid, job-protected leave per calendar.
 - Eligibility – 12 months of University service and 1,250 hours worked

Academic Expanded Paid Sick Leave

- Provides eligible academic employees with a bank of six (6) days of paid, job-protected sick leave per calendar year, prorated by the employee's FTE.
 - Eligibility – available with an appointment of at least thirty (30) calendar days in a calendar year

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
<ul style="list-style-type: none">• Determine FMLA/CFRA eligibility	<ul style="list-style-type: none">• Confirm FMLA/CFRA eligibility
<ul style="list-style-type: none">• Leave documentation	<ul style="list-style-type: none">• Department support
<ul style="list-style-type: none">• Submitting MIV leaves	<ul style="list-style-type: none">• MIV review
<ul style="list-style-type: none">• Requesting Return-to-Work certification	<ul style="list-style-type: none">• UC Path entry
<ul style="list-style-type: none">• Confirm Ecotime/UC Path vacation balance <u>and</u> reconcile discrepancies prior to leave	

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.

⊘ Please do not attach medical documentation in MIV.

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

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 generalist 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.

Leave Adjustments and Compliance Requirements (Cont'd)

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.
- Employees will not be returned from leave in UC Path without proper clearance.



Paid Family Care and Bonding (PFCB) Leave

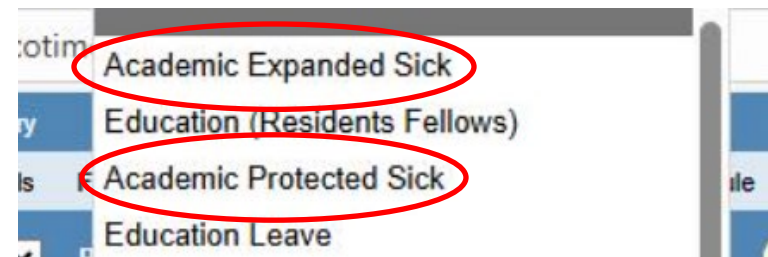
- Academic must be FML eligible under FMLA and/or CFRA to utilize the 8-week PFCB leave benefit.
- PFCB leave is required to be taken for a minimum of a 7-days block.
 - PFCB is **not** eligible for intermittent leave.
- If the academic elects to use PFCB, they must continue to use PFCB until their qualifying 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 a PFCB leave will remain at the base salary only.

EXAMPLE: Dr. Smith is on PFCB leave from July 1-14. Since his leave includes a UC holiday on July 4th, Dr. Smith has the option to extend his PFCB leave by one day, until July 15th. The UC holiday (July 4th) and the one extended day (July 15th) will remain at base salary only.

Ecotime Entry Guidelines

For all faculty and non-faculty academic titles, only vacation and sick leave should be entered in Ecotime.

- Enter **only** accrued vacation and sick leave, and the Expanded Paid Sick Leave bank.
- Ensure that the academic has available vacation or sick leave accruals or Expanded Paid Sick Leave 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.

Faculty Time Away Reporting Guidelines

REMINDER:

Faculty taking time away from work have specific responsibilities to ensure their leaves are fully approved and accurately reported.

- Faculty must report vacation and other time away to ensure transparency, consistency, and accountability in the use of leave while recognizing approved remote and hybrid work arrangements. It also acknowledges some absences may qualify for protected leave, paid leave benefits, or sick leave.
- To view the responsibilities for Chairs (or Chair Designees), Chief Administrative Officers (CAOs), Department Leaves Administrators (DLA), and the Office of Academic Personnel, please see our Faculty Time Away Reporting Guideline document and Ecotime job aid.

Resources



- ✓ Resource 1- AP Website > Administrators & Managers > Leaves [Webpage](#)
- ✓ Resource 2- AP Department Support [List](#)
- ✓ Faculty Time Away [Guidelines](#) and [Ecotime job aide](#)

Frequently Asked Questions (FAQ's)

Q: Can a faculty member combine pay options when using partial pay options (i.e. PFCB or 2nd Medical 90)?

A: No, faculty cannot combine other pay options such as sick or vacation for full pay when using a PFCB or 2nd Medical 90.

Q: Can I take CFRA/parental bonding intermittently?

A: It need not be a continuous leave but should be taken in at least two (2) week increments. On two occasions, you may take leave in smaller increments of time. CFRA must be taken within 12 months of the child's birth.

Q: What if the employee's leave dates change from the dates provided on their medical certification form?

A: If the employee goes out on leave earlier than the date listed on their medical certification form, we will need a superseding medical certification form with the updated start date.

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.

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.

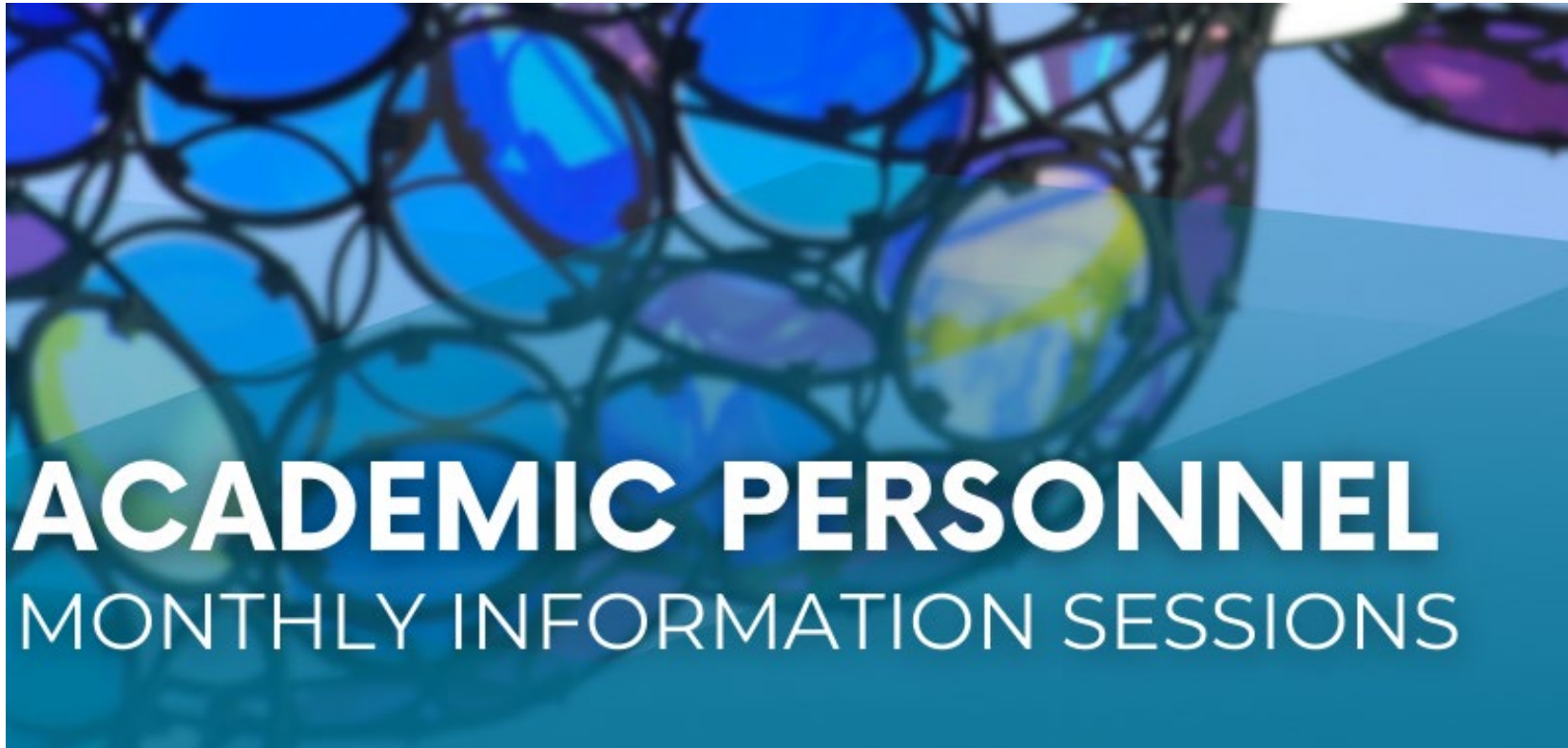
We welcome your feedback! To suggest additional resources or improvements, please email your assigned AP generalist.

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

Questions



Upcoming Session-Tuesday, January 27, 2026



Thank you for your attendance today!!!