



Academic Personnel Monthly Information Session

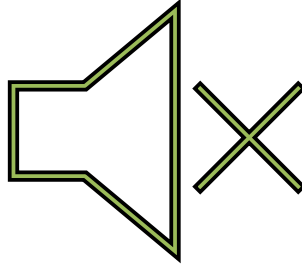
Presented by the Office of Academic Personnel

July 29, 2025



- **Recruitment Updates**
Presented by the Recruitment Team
- **Postdoc and Junior Specialist Leaves**
Presented by the Non-Faculty Team
- **Questions & Answers**

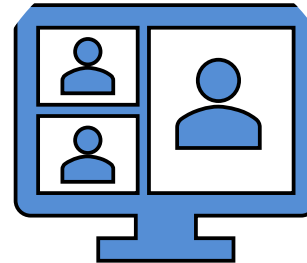
Housekeeping



Please keep yourself muted during the presentation



Ask questions in chat



Please keep your camera on during the presentation

Objectives

- **Recruitment Updates**
 - Reinstatement of MOP
 - Delegation of Authority Changes
 - TOL Template Updates
 - Outreach Form
 - Recruitment Toolkit Position Templates
 - HERC
 - Recruit Training Update
- **Non-Faculty Leaves**
 - Junior Specialist LOA Requests
 - Postdoctoral Scholar LOA Requests

Recruitment Updates

Mortgage Origination Program (MOP) Effective 7/1/25

Eligibility:

- Senate faculty
- \$900,000
- New Submission Process
- MOP authorizations will be valid for 12 months only.
- Candidates should not be nominated until they can certify their intent and readiness to utilize the MOP benefit within this 12-month period.
- TOL Template Updated

For Candidates: <https://frontdoor.ucdavis.edu/housing/loan-programs>

For Department Staff webform and instructions:

<https://frontdoor.ucdavis.edu/housing/home-loan-programs/departments>

Delegation of Authority Changes

The Associate Vice Chancellor for Academic Personnel now has the authority to approve:

- Search Plans
- Shortlists
- Search Reports
- Search Waivers
 - Urgent Patient Care Need
 - PI/Co-PI/Leadership Status
 - Research Team Member of New Faculty
 - Multiple Affiliated Employers
- Exemptions
 - WOS
 - Salaried Visitor

TOL Template Updates

New Sections:

- Vacation Accruals – All
- MOP – Senate letters only
- Misconduct Clearance – All
- One Week Acceptance for Project Scientist and Specialist

Effective July 1, 2025

Position Descriptions Updated in June 2025 to Include Misconduct Language

As a condition of employment, the finalist will be required to disclose if they are subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct, are currently being investigated for misconduct, left a position during an investigation for alleged misconduct or have filed an appeal with a previous employer.

- “Misconduct” means any violation of the policies or laws governing conduct at the applicant’s previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer.
- UC Sexual Violence and Sexual Harassment Policy
- UC Anti-Discrimination Policy for Employees, Students and Third Parties
- APM - 035: Affirmative Action and Nondiscrimination in Employment

To implement this process, UC Davis requires all applicants for any open search to complete, sign, and upload the form entitled "Authorization to Release Information" into UC RECRUIT as part of their application. If an applicant does not include the signed authorization with the application materials.

UC Recruit Training Updates

- **Effective July 1, 2025**
 - Asynchronous training format now available
- **Bi-Monthly Training Options:**
 - In-person
 - Asynchronous (online lessons, time-limited)
- **Eligibility:**
 - Training only for staff using UC Recruit as part of current job duties
 - Not a professional development opportunity

UC Recruit Training Updates

- **Training**
 - Lessons + fake recruitment (open for 5 days)
- **Training Completion**
 - Staff must complete 5 assignments:
 - ❖ Search Plan, Shortlist, Search Report, Waiver, Exemption
- **Final Review**
 - Analyst approves assignment and sends final email
 - Academic Affairs spot-checks and grants access to the Recruit system.

Non-Faculty Leave of Absence (LOA) Requests

The non-faculty analyst team provides leave of absence support and administration for the following groups of employees:

- Junior Specialists
- Postdoctoral Scholars
- Graduate Student Researchers (GSR)
- Non-Physician Clinical Trainees and Clinical Psychology Interns

This presentation will provide a high-level overview of LOA requests for GSRs, Junior Specialists and Postdoctoral Scholars. A presentation on LOA requests for Clinical Trainees will be held at a future date, as the resource documents for these employees are currently in development.

Non-Faculty Leave of Absence (LOA) Requests

Non-Faculty Team support provided:

- Provide department with employee's UCPath leave balances.
- Confirm employee FMLA/CFRA eligibility.
- Advise department on the entitlements and pay options available to the employee.
- Assist with leave mapping at department's request.
- Meet with the department representative and the employee, by request.
- Approve leave requests in MIV (Junior Specialists only).
- Review leave accommodation requests (GSRs and Postdocs).
- Manage AggieService cases submitted for LOA requests.
- Process LOA data entry in UCPath.

Types of LOA Requests

Primary LOA categories we process:

- Childbearing Leave / Pregnancy Disability
- Parental Bonding
- Employee's Serious Health Condition (SHC)
- Family Member's Serious Health Condition (SHC)
- Personal Leave
- Leave without Pay

Leave Entitlements and Income Replacement

Leave entitlements describe the types of “protected” leave to which the employee is entitled under University policy (incorporating federal and state laws, including FMLA, CFRA, etc.). “Protected” leaves are time the employee can be away from work (unpaid) and for which the University is not permitted to respond with an adverse employment action (e.g., discipline, termination, etc.).

Income Replacement describes the policies and procedures under University policy whereby you can continue to receive income notwithstanding that you are not working (i.e., on leave).

Leave of Absence Process

- Employee notifies Department of upcoming leave needed.
- Department determines FMLA/CFRA eligibility. PDDL entitlement is available on first day of employment. Consult with AP as needed.
- Department provides applicable leaves documentation to employee.
- Department and Employee meet to discuss leave entitlements, pay options, documentation needed, and next steps.
- Employee returns Certification of Health Care Provider and/or Declaration of Relationship Form(s).

Leave of Absence Process

- Department submits LOA request in MIV (**Junior Specialists only**). Do not upload Medical Cert forms to MIV. Email Medical Cert forms to your SOM AP Non-Faculty Analyst.
- Department notifies SOM AP Non-Faculty Analyst of leave request.
- Department provides designation notice and tentative leave mapping based on disability certification received.
- Department submits AggieService case to initiate data entry into UCPath. Please upload the applicable requests (GSR Leave Accommodation Form or Postdoc Leave Request Form).

Leave of Absence Process – Return to Work

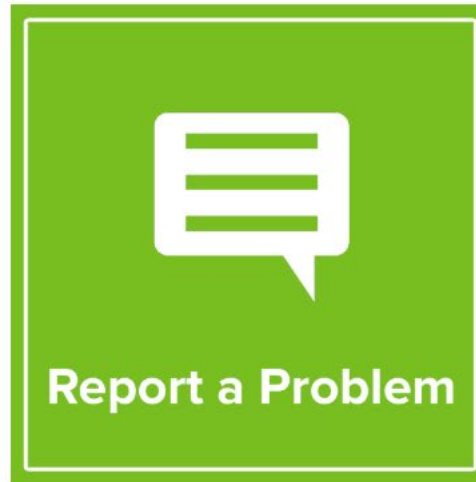
- Once the Employee is released from leave, the Employee provides the Department with the Return to Work certification. Revised leave mapping may be necessary.
- Employee returns to work after leave is completed; Department notifies SOM AP Non-Faculty Analyst for return of leave in UCPath.
- If Employee returns to work with restrictions, Department to engage with Disability Management Services.

Leave of Absence AggieService Case Template

Log into AggieService and select the Request a Leave option:

WELCOME TO AGGIESERVICE

A shared case management system to track human resource and payroll inquiries.



Leave of Absence AggieService Case Template

Complete the Submitter Information:

Leave Of Absence

SUBMITTER INFORMATION

Your Name *

Your Email *

Phone number

Leave of Absence AggieService Case Template

Complete the Affected Employee Information (Employee Type: Academic):

AFFECTED EMPLOYEE INFORMATION

Employee Type *

Academic

Submitting request on behalf of? *

Self Another

Employee Name *

Employee UC Davis Email *

To determine an employee's email address, please visit [UC Davis Online Directory](#).

Preferred Alternate Email Address

If no alternate information is provided, we will use the email and/or phone available in the UC Davis directory.

Preferred Alternate Phone Number

Leave of Absence AggieService Case Template

Complete the Affected Employee Information (continued):

Are you employed at? *

Health

Academic Health Employees please contact [Academic Personnel](#).

Employee's Supervisor Name *

Employee 's Supervisor Work Email *

Employee Bargaining Unit

Please select...

[Patient Care Technical](#) **EX** (AFSCME), Service Unit **SX** (AFSCME), Clerical & Allied Services **CX** (Teamsters), Health Care Professionals **HX** (UPTE)
Research Support Professionals **RX** (UPTE), Technical Unit **TX** (UPTE), Nurses **NX** (CNA),
[Unrepresented Employees](#) **99**

Leave of Absence AggieService Case Template

Complete the Leave Details:

LEAVE DETAILS

Is this for an existing case? Yes No

Start Date Expected Return Date
If known

Leave Type *

Academic Leave Type *

Pay Type / Frequency

Leave of Absence AggieService Case Template

Complete the Leave Details (continued) and upload the leave request form then click Submit:

Is there anything else you'd like us to know about this request?

Client Reference Tag

Optional: for your reference only

ATTACHMENTS

Attachment

Choose File No file chosen

[Attach another file](#)

Submit

Graduate Student Researcher (GSR) Leave of Absence

UC Davis provides graduate students Family and Medical Leave Accommodation for any of the following reasons: the student's own serious health condition, the birth of a child or to care for a newborn, newly adopted child, or a newborn in foster care, the care of a family member with a serious health condition, bereavement, jury duty and military service. Leaves taken under this policy are paid or unpaid depending upon the nature and duration of the situation.

Please refer to the BR unit contract Article 17: Leaves for detailed information of the leaves available to GSRs.

GSR Paid Leave Options (income replacement)

- **Short Term Leave:** 2 days max per quarter. Leave usage is recorded in UCPath.
- **Long Term Leave:** 8 weeks max per academic year. Leave usage is recorded in UCPath.
- **PTO:** 12 workdays for a full twelve-month period. Prorated for shorter appointments. Usage is tracked offline by the department. See Article 23: Personal Time Off.

Junior Specialist Leave of Absence

- In the following slides we will share the pay options available to Junior Specialists during their leave of absence.
- Leave entitlement guidance and detailed information regarding the pay options are outlined in our Academic Researcher (RA Unit) Leave Packet: [Academic Personnel Leaves Resources](#).
- Please consult with your AP non-faculty analyst for any specific Junior Specialist LOA questions or scenarios.

Junior Specialist Leave of Absence

The following titles are covered by the LOA guidance provided in this presentation:

- Junior Specialist (3330)
- Junior Specialist NEX (3329)

Jr. Specialist Paid Leave Options (income replacement)

- The following slides will outline the income replacement options that are available to the employee.
- Not all paid leave options are applicable to all types of leave (example: PFCB is not used for an employee's serious health condition).
- Please consult the Academic Researcher (RA Unit) Leaves packet for detailed information regarding income replacement per designated leave type.

Jr. Specialist Paid Leave Options (income replacement)

- **Basic Disability:** Covers up to 55% of employee's eligible monthly earnings to a maximum of \$800 per month up to 24 weeks. 14-calendar day waiting period.
- **Voluntary Short-Term Disability (VSTD):** Employee elected/paid benefit and supplements Basic Disability coverage. VSTD offers 60% of employee's eligible earnings, with a maximum benefit of \$15,000 per month. 14-calendar day waiting period.
- **Voluntary Long-Term Disability (VLTD):** Employee elected/paid benefit for long-term disability. VLTD offers 60% of employee's eligible earnings, with a maximum benefit payment of \$15,000 per month. This benefit does not start until six months after date of disability or when VSTD ends, whichever is later.

Jr. Specialist Paid Leave Options (income replacement)

- **Sick Leave Pay:** Employees may use accrued sick leave for full pay to cover their leave, if available and not filing a disability claim.
- **Vacation Leave Pay:** Employees may use accrued vacation leave for full pay to cover their leave if sick leave is exhausted and not filing a disability claim.
- **Pay for Family Care and Bonding (PFCB):** Provides income replacement of 100% of eligible earnings for up to eight workweeks per calendar year for a qualifying reason, including to bond with a new child or care for an employee's family member with a serious health condition.
- **Leave without Pay:** While not a pay option, leave without pay status is an available option should an employee need to be out on an approved leave and have no pay options available.

Postdoctoral Scholar Leave of Absence

- In the following slides we will share the pay options available to Postdoctoral Scholars during their leave of absence.
- Leave entitlement guidance and detailed information regarding the pay options are outlined in our Postdoctoral Scholar (PX Unit) Leave Packet: [Academic Personnel Leaves Resources](#).
- Please consult with your AP non-faculty analyst for any specific Postdoctoral Scholar LOA questions or scenarios.

Postdoctoral Scholar Leave of Absence

The following titles are covered by the LOA guidance provided in this presentation:

- Postdoctoral Scholar Employee (3252)
- Postdoctoral Fellow (3253)
- Postdoctoral Scholar Paid Direct (3254)
- Postdoctoral Scholar NEX Employee (3255)
- Interim Postdoctoral Scholar Employee (3256)

Postdoc Scholar Paid Leave Options (income replacement)

- The following slides will outline the income replacement options that are available to the employee.
- Not all paid leave options are applicable to all types of leave (example: PPFL is not used for an employee's serious health condition).
- Please consult the Postdoctoral Scholar (PX Unit) Leaves packet for detailed information regarding income replacement per designated leave type.

Postdoc Scholar Paid Leave Options (income replacement)

- **Short-Term Disability (STD):** UC provided benefit for Postdoctoral Scholars. The plan shall pay a weekly benefit equal to 70% of the employee's weekly earnings, up to the maximum allowed by the PSBP Short Term Disability Plan (max \$1,000 per week). 7-calendar day waiting period.
- **Voluntary Long-Term Disability (VLTD):** Employee elected/paid benefit for long-term disability. VLTD offers 60% of employee's eligible earnings, with a maximum benefit payment of \$4,500 per month. This benefit does not start until six months after date of disability or when STD ends, whichever is later.

Postdoc Scholar Paid Leave Options (income replacement)

- **Postdoc Sick Leave Pay:** Employees may use sick leave for full pay to cover their leave, if available and no filing a disability claim. Postdoc sick leave may not be used to supplement partial disability pay.
- **Postdoc PTO Pay:** Employees may use PTO for full pay to cover their pregnancy disability leave, if available and not filing a disability claim. Note: Postdoc PTO pay not be used to supplement partial disability pay.
- **Leave without Pay:** While not a pay option, leave without pay status is an available option should an employee need to be out on an approved leave and have no pay options available.

Postdoc Scholar Paid Leave Options (income replacement)

- **Postdoctoral Paid Family Leave (PPFL):** Provides income replacement of 100% of eligible earnings for up to eight workweeks per calendar year for a qualifying reason, including to bond with a new child or to care for a family member with a serious health condition.
- If the employee has an appointment of less than 100%, the paid family care paid leave option shall be prorated on the percentage of effort in effect during the leave.
- For more information on PPFL, please refer to the Postdoctoral Scholar (PX Unit) Leaves packet and Article 12 of the PX Unit contract.

Resources

- [Academic Personnel Leaves Resources](#)
- [Human Resources - Contracts & Policies](#)
- [Family and Medical Leave for Funded Graduate Students | UC Davis Graduate Studies](#)
- [Postdoctoral Scholar Appointment and Promotion | UC Davis Graduate Studies](#)

Employment Forms and Resources

[Postdoctoral Scholar Appointment Letter](#)
(revised 4/2025)

[Petition for Exception](#)

[Leave Accommodation Request](#)

What Is A Postdoc?

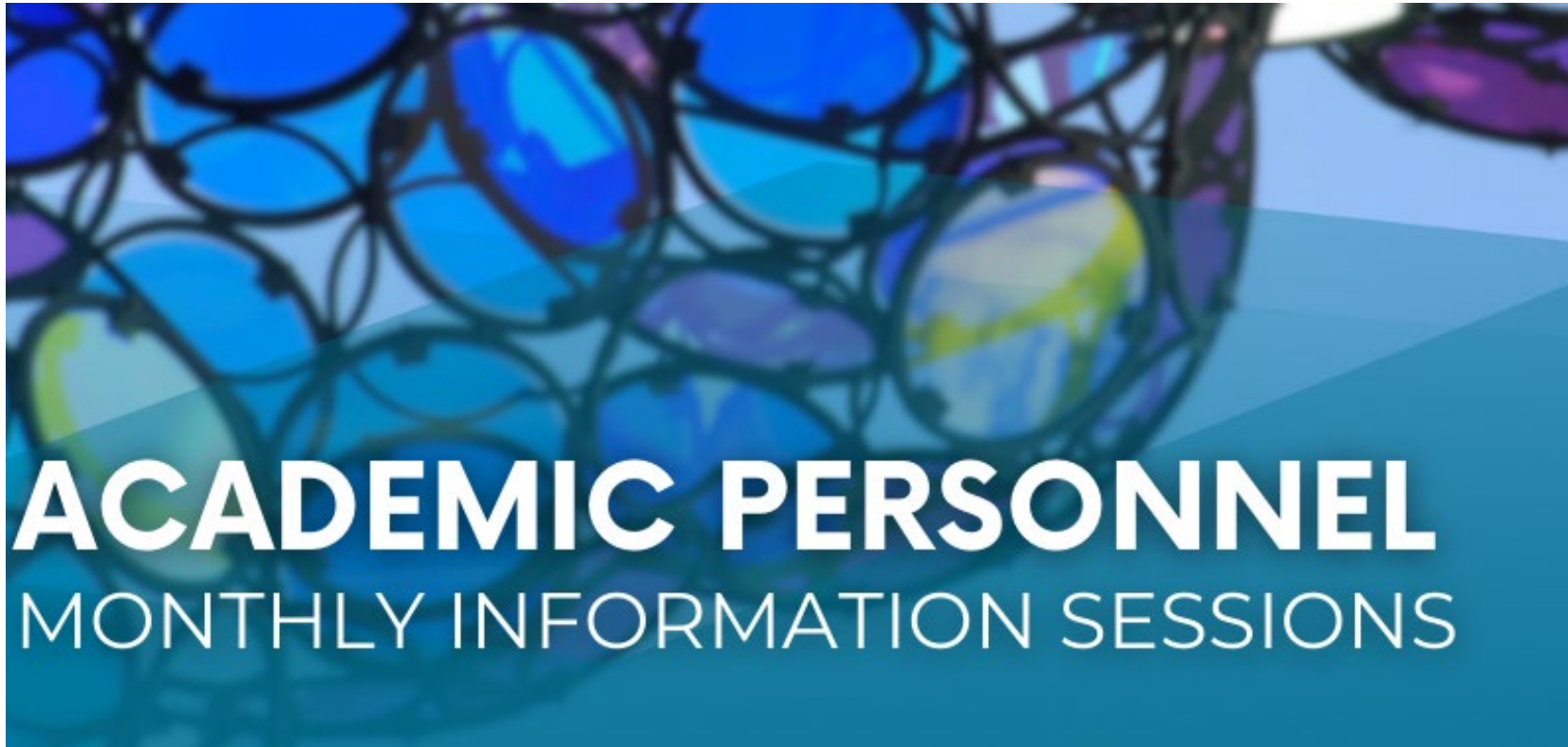
At UC Davis, a postdoctoral scholar is one

- > Has been awarded or has completed t
Pharm.D., D.V.M., D.P.H., D.N.S.) or forei
are prerequisite to admission to the gr.
- > Has been awarded a Fellowship or Tra
level
- > Will train under the direction of a (rese:

Questions



Upcoming Session – Tuesday, August 26, 2025



Thank you for your attendance today!