



PPSM II-42: Disability Leave

Responsible Officer:	Vice President – Systemwide Human Resources
Responsible Office:	SHR – Systemwide Human Resources
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I. POLICY SUMMARY

This Policy describes disability leave for Senior Managers due to a work-incurred or non-work-incurred disability.

II. DEFINITIONS

Detailed information about common terms used within Personnel Policies for Staff Members can be found in [Personnel Policies for Staff Members 2 \(Definition of Terms\)](#).

Senior Management Group: Individuals whose career appointment is in the Senior Management Group personnel program. Employees with a dual academic appointment at 0% and an appointment to a Senior Management Group position will be considered to possess a career appointment in the Senior Management Group.

III. POLICY TEXT

A. Work-Incurred Disability In lieu of receiving the extended sick leave benefit for work-incurred disability pursuant to Section III.D.9.b. of [Personnel Policies for Staff Members 2.210 \(Absence from Work\)](#), a disabled eligible Senior Manager may instead, and at the Senior Manager's option, participate in the provisions provided in section III.B. of this Policy.

B. Non-Work-Incurred or Work-Incurred Disability

After five years of service as a Senior Manager (including equivalent service as a Department of Energy-sponsored Laboratory Director, Deputy Director or equivalent Associate Director, and service as a member of the Executive Program prior to July 1, 1996), a full-time, permanently-appointed Senior Manager who becomes totally and permanently unable to perform the duties of their position because of ill health or other medical incapacity shall be entitled to their full salary during any continuing period of such disability up to twelve months, except as provided in the following paragraph. The permanence and degree of such impairment shall be supported by medical evidence submitted by an independent physician selected with the approval of the Universitywide Office of Human Resources. After a twelve-month period of continuing disability, the University may at any time terminate active employment with the University.

If the disabled Senior Manager is receiving disability payments under the California Workers' Compensation Act, both the amount of the disability payments received and the time spent on disability leave will be deducted from the benefits available to the Senior Manager under the provisions of this Section.

During any period of such disability while in active employ of the University, the Senior Manager shall undertake, to the extent physically and mentally able, reasonable assignments consistent with the importance and scope of a Senior Management position. During such period of service and disability, the Senior Manager shall keep the University appropriately informed of progress in assignments and shall provide accurate and timely information regarding the status of the disabling condition.

For Senior Managers with less than five consecutive, uninterrupted years of service as a Senior Manager (or equivalent service as a Department of Energy-sponsored Laboratory Director, Deputy Director, or equivalent Associate Director), disability coverage will be pursuant to Sections III.C. (Sick Leave) and III.D.9. (Leave Related to an Employee's Work-Related Injury or Illness) of [Personnel Policies for Staff Members 2.210 \(Absence from Work\)](#) and the employee's individual arrangements for University of California disability insurance coverage.

IV. COMPLIANCE/RESPONSIBILITIES

A. Implementation of the Policy

The Vice President–Systemwide Human Resources is the Responsible Officer for this policy and has the authority to implement the policy. The Responsible Officer may develop procedures or other supplementary information to support the implementation of this policy. Such supporting documentation does not require approval by the President.

The Responsible Officer may apply appropriate interpretations to clarify policy provided that the interpretations do not result in substantive changes to the underlying policy.

The Chancellor is authorized to establish local procedures necessary to implement this policy. The Chancellor and the Vice President–Systemwide Human Resources determine secondary administrative level responsibilities and authorities to establish such local procedures.

B. Approval of Actions

Actions authorized by this policy must be approved in accordance with local procedures.

All actions applicable to Senior Management Group members that exceed this policy, or that are not expressly provided for under any policy must be endorsed by the President and approved by the Regents.

C. Compliance with the Policy

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:

The Top Business Officer and/or the Executive Officer at each location will designate the local management office to be responsible for the ongoing reporting of policy compliance.

The Executive Officer is accountable for monitoring and enforcing compliance mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

The Vice President–Systemwide Human Resources is accountable for reviewing the administration of this policy. The Director–Systemwide Human Resources Compliance may periodically monitor compliance to this policy.

D. Noncompliance with the Policy

Noncompliance with the policy is handled in accordance with the Regents' [Guidelines for Corrective Actions Related to Compensation Practices](#) and [Guidelines for Resolution of Compensation and Personnel Issues Resulting from the Findings of Audits and Management Reviews](#).

E. Revisions to the Policy

The President is the Policy Approver and has the authority to approve policy revisions upon recommendation by the Vice President–Systemwide Human

Resources. The Regents is the Policy Approver for policy revisions that affect the compensation of Senior Management Group members.

The Vice President–Systemwide Human Resources has the authority to initiate revisions to the policy, consistent with approval authorities and applicable *Bylaws* and *Standing Orders* of the Regents.

The Executive Vice President–Chief Operating Officer has the authority to ensure that policies are regularly reviewed, updated, and consistent with other governance policies.

V. PROCEDURES

Not applicable.

VI. RELATED INFORMATION

- [Personnel Policies for Staff Members 2.210 \(Absence from Work\)](#) (referenced in Sections III.A. and III.B. of this Policy)
- [Guidelines for Corrective Actions Related to Compensation Practices](#) (referenced in Section IV.D. of this Policy)
- [Guidelines for Resolution of Compensation and Personnel Issues Resulting from the Findings of Audits and Management Reviews](#) (referenced in Section IV.D. of this Policy)

VII. FREQUENTLY ASKED QUESTIONS

Not applicable.

VIII. REVISION HISTORY

Policy changes effective as of **December 10, 2018:**

- Removed existing gendered pronouns and replaced with gender-neutral language.
- Updated web and document links, office titles, and typographical amendments.
- Remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0.

Policy changes effective as of **September 8, 2016:**

- Reviewed policy and no changes recommended at this time.

Policy changes effective as of **October 1, 2012:**

- Reformatted into the standard University of California policy template.