



PPSM II-43: Personal Leave

Responsible Officer:	Vice President – Systemwide Human Resources
Responsible Office:	SHR – Systemwide Human Resources
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Scope:	Senior Management Group Members

Contact:	Abby Norris
Title:	HR Policy Specialist
Email:	Abigail.Norris@ucop.edu
Phone:	(510) 987-0612

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I. POLICY SUMMARY

This policy describes unpaid leaves of absence taken by Senior Managers for personal reasons.

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. General

A leave of absence without pay for personal reasons may be granted by the President, the Chancellor, or Laboratory Director for a period not to exceed one year. In granting the leave, the Chancellor shall consider the best interests of the University as well as the interests of the Senior Manager.

B. Reinstatement

Upon expiration of a personal leave, a Senior Manager shall be reinstated to the same position or, at the President's, the Chancellor's, or Laboratory Director's discretion, a similar position. If the Senior Manager would have been terminated had the Senior Manager remained on pay status during the leave period, the Senior Manager shall be afforded the same considerations afforded other Senior Managers who are terminated pursuant to the provisions of [Personnel Policies for Staff Members \(PPSM\) II-64 \(Termination of Appointment\)](#).

C. Effect on Benefits

Periods of personal leave are not counted as service for certain benefits as provided in these policies, e.g., holidays, vacation, and sick leave. For the effect of personal leave on retirement plans and on insured benefits, e.g., health, life, and disability insurance, refer to University benefit policies and retirement system regulations.

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

See Section III.A for the authority to approve actions authorized by this policy.

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 II-64 \(Termination of Appointment\)*](#) (referenced in Section 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

March 5, 2019: Updated web links and office titles and made typographical amendments. This Policy was remediated to meet Web Content Accessibility Guidelines (WCAG) 2.0.

September 8, 2016: Reviewed policy and determined that no changes were needed at that time.

October 1, 2012: Reformatted into the standard University of California policy template.