Communication from the Committee on Faculty Welfare  
Candy Tsourounis, PharmD, Chair

March 23, 2007

Deborah Greenspan, DSc, BDS  
Chair, UCSF Academic Senate  
Office of the Academic Senate, Box 0764

Re: Voluntary Catastrophic Leave Sharing Program

Dear Chair Greenspan,

At the last Faculty Welfare Committee meeting on March 22, 2007, the Committee reviewed the current UCSF Voluntary Catastrophic Leave Sharing Program. The Committee identified that faculty (Ladder Rank, In-Residence, Professor of Clinical “X”, Clinical Professors and Adjunct Professors) are specifically excluded from being able to donate any unused vacation credits to staff and non-faculty academics.

The Faculty Welfare Committee would like to recommend that the Academic Senate initiate and support a revision to this policy to include faculty as eligible employees that may donate unused vacation time to staff and non-faculty academics. The Committee was in favor of keeping the same donation terms and limits as described in the current policy.

Sincerely,

Candy Tsourounis, PharmD  
Chair, Faculty Welfare Committee

Committee on Faculty Welfare  
Candy Tsourounis, PharmD, Chair  
Sharmila Majumdar, MD, Vice Chair  
Arnold Kahn  
Don Kishi  
Carmen Portillo  
Tina Raine-Bennett  
David Rempel  
Caroline Shiboski  
Bryna Siegel
Enclosures:  UCSF Voluntary Catastrophic Leave Sharing Program  
Academic Senate Letter re: Catastrophic Leave Sharing Program  
UCOP Delegation of Authority – Establishment of Catastrophic Leave Sharing Program  
Extended Leave Policy Comparison
Voluntary Catastrophic Leave Sharing Program

PURPOSE

Regular status career employees and non-faculty academic personnel who accrue vacation may donate accrued vacation leave to another regular status career or non-faculty academic employee when a catastrophic illness or injury occurs to that employee or because that employee is needed to care for a seriously ill family member. The leave sharing program is campus-wide across all fund sources. Nothing in this program is intended to change current policy and practice regarding vacation or sick leave.

DEFINITIONS

Catastrophic Illness or Injury

A serious debilitating illness or injury which incapacitates the employee or an employee’s family member and which causes a loss of income, due to the employee having exhausted all paid leave accruals, and is not currently receiving payment of temporary disability benefits.

A catastrophic illness or injury is defined as a serious illness, injury, impairment, or physical or mental condition that is present for a minimum of seven calendar days, and that involves:

- A period of illness or injury or treatment connected with inpatient care (e.g., an overnight stay) in a hospital, hospice, or residential medical care facility; or
- A period of illness or injury requiring absence of more than seven calendar days from work, and that also involves continuing treatment by (or under the supervision of) a licensed health care provider; or
- A period of illness or injury (or treatment) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
- A period of illness or injury that is long-term due to a condition for which treatment may be ineffective (e.g., stroke, terminal disease, etc.); or
- An absence to receive multiple treatments (including any period of recovery therefrom) either for restorative surgery after an accident or other injury, or for a chronic condition, i.e., cancer or kidney disease.

Eligible Leave

Only accrued vacation credits may be donated. The minimum donation an employee may make is eight (8) hours and the maximum is forty (40) hours for a continuous period of illness or injury. The total amount of time an employee may remain off work on donated leave is six (6) continuous or non-continuous months within a twelve (12) month period.

Family Member

The employee’s spouse, domestic partner with whom the employee has executed a domestic partnership agreement, parent, child, sibling, grandparent, or grandchild; in-laws and step-relatives in these relationships; and other persons residing in the employee’s household.

Non-Faculty Academic Personnel

This definition does not include the following faculty series: Ladder ranks, In-Residence faculty, Professor of Clinical “X”, Clinical Professor, and Adjunct Professor.

ELIGIBILITY

Regular status career employees and non-faculty academic personnel who accrue vacation leave
may donate accrued vacation hours to eligible recipients. An eligible recipient is an employee who:

- has achieved career status and completed a probationary period (regular status), if one was required;
- has been granted a leave of absence in relation to a catastrophic illness or injury;
- has exhausted all UCSF paid leave accruals and is not receiving disability or Workers’ Compensation payments; and
- requests and receives donated leave due to catastrophic illness or injury prior to the termination of the leave.

**TRANSFER OF LEAVE**

For the purpose of simplicity and auditable recordkeeping, accrued vacation credits shall be transferred hour for hour, regardless of differing pay scales.

The maximum donation credited to a recipient’s leave account shall be the amount necessary to ensure continuation of the employee’s regular salary during the employee’s period of approved catastrophic leave. Donations will be voluntary, confidential, and irrevocable.

An employee needing leave will complete a Leave Donation Request Form and submit it to the Department Head for a signature of support.

Upon determination that an employee is eligible to receive leave donations, the Department may communicate the need to other staff in a manner agreeable to the employee, e.g., word-of-mouth or distribution of a flyer. Employees wanting to make donations will submit an Authorization for Donation form to the Department Head for a signature of support.

Adjusted vacation balances will be recorded on the time benefits roster for both the donor and recipient’s Departments.
January 30, 1998

Dorothy Bainton, M.D., Vice Chancellor-Academic Affairs.

Re: Catastrophic Leave Sharing Program.

The Committee on Faculty Welfare has reviewed the above-referenced Policy and is opposed at this time to having it apply to Academic Senate faculty members.

Because the Academic Senate faculty do not accrue sick-leave, there has been a standard agreement within the Academic Senate that when a faculty member is ill or incapacitated that the faculty member’s Academic Senate colleagues will cover for the faculty member for up to 12 months. Although the APM states that any leave with pay must be approved by the Chancellor, it has been customary that this arrangement be handled within the Departments. This agreement is generally understood and accepted among the faculty. For example, the agreement was used in public arguments to why it would be beneficial for faculty to elect a 6 month waiting period under the UC disability insurance policy terms.

The proposed policy as written could, unfortunately, be interpreted as being a requirement for faculty to donate accrued vacation to a sick colleague, without the possibility of simply distributing the faculty member’s duties during the illness. This proposed procedure may interfere with the current Academic Senate agreements and practices therefore resulting in a net loss of benefits for the faculty.

Until clarification of this issue, the Academic Senate cannot support the policy as pertaining to the Academic Senate faculty.

Sincerely,

[Signature]
Svein Øie, Ph.D.
Chair
DA 2085

June 12, 1997

CHANCELLORS
LABORATORY DIRECTORS
SENIOR VICE PRESIDENT--BUSINESS AND FINANCE
VICE PRESIDENT--AGRICULTURE AND NATURAL RESOURCES

Delegation of Authority--Establishment of Catastrophic Leave Sharing Program

One of the University's key Human Resources objectives is to develop systemwide policies and local programs that foster a positive workplace environment. Consistent with this objective, you are authorized to establish local Catastrophic Leave Sharing Programs in your respective areas of responsibility, provided that such programs are consistent with the attached guidelines. Catastrophic Leave Sharing Programs enhance team spirit by giving employees the opportunity to voluntarily donate accrued vacation in support of colleagues who have exhausted their paid leave due to their own serious illness or in caring for a seriously ill family member. Such programs are invaluable in assisting individual employees through difficult periods of their University careers.

I would like to call your attention to the guidelines pertaining to the development of campus-wide programs and the use of the alternative method for recording vacation accruals as described in the Accounting Manual (Chapter P-196-13.5). These guidelines are needed to maintain a fair and equitable program for all employees and one that will be consistent with federal costing principles. The ability to charge the costs of leave sharing programs to federal contracts and grants may be jeopardized if local programs are not consistent with these requirements.

Any redelegation of this authority by Chancellors, Laboratory Directors, and the Vice President--Agriculture and Natural Resources shall be in writing with copies provided to the Senior Vice President--Business and Finance and to the Special Assistant--Coordination & Review.

Richard C. Atkinson
President

Attachment

cc: Members, President's Cabinet
Assistant Vice President Levin
Special Assistant Gardner
Principal Officers of The Regents
ANATOMY

Extended Illness/Disability Leaves:
Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, the Department will provide up to 180 days of leave with pay in any three year period; the rate of pay will be equal to the full negotiated salary rate in effect immediately prior to the leave (i.e., X + Y, excluding any incentive bonuses).

Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. Long term disability insurance for the “Y” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

ANESTHESIA

Extended Illness/Disability Leaves:
Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, the Department of Anesthesia will provide six weeks of the full negotiated salary rate that was in effect immediately prior to the leave (i.e., X + Y, excluding any incentive bonuses).

Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. For this reason (and because a shorter waiting period is more effective for those with recurring illnesses), faculty should be encouraged to apply for University-sponsored disability coverage with a 30-day waiting period. Long term disability insurance for the “Y” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

ANTHROPOLOGY, HISTORY and SOCIAL MEDICINE

Extended Illness/Disability Leaves:
Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, the Department of Anthropology will provide six weeks per year of leave at the level of the individual’s full negotiated salary rate (i.e., X + Y).

Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. For this reason (and because a shorter waiting period is more effective for those with recurring illnesses), faculty are encouraged to apply for University-sponsored disability coverage with a 30-day waiting period. Long term disability insurance for the “Y” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

**BIOCHEMISTRY and BIOPHYSICS**

*Extended Illness/Disability Leaves:*
Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, the Department of Biochemistry and Biophysics will ensure 180 days of the full negotiated salary rate that was in effect immediately prior to the leave (i.e., X + Y) every three years.

Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. For this reason (and because a shorter waiting period is more effective for those with recurring illnesses), faculty are encouraged to apply for University-sponsored disability coverage with a 30-day waiting period. Long term disability insurance for the “Y” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

**CANCER RESEARCH INSTITUTE**

*Extended Illness/Disability Leaves:*
Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, CRI will provide 3 months of the full negotiated salary rate that was in effect immediately prior to the leave (i.e., X + Y, excluding any incentive bonuses).
Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. Long term disability insurance for the “Y” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

Faculty should consult current plan documents for complete information about the University plans and the coverage that they provide.

CELLULAR and MOLECULAR PHARMACOLOGY
Extended Illness/Disability Leaves:

Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. Leaves with pay can only be taken once every three years. In such cases, the Department of Cellular and Molecular Pharmacology will provide up to six months of illness/disability leave at the negotiated salary level (x+y) in effect immediately prior to the leave for faculty with ten or more years in the Department. For faculty with less than 10 years in the department, up to three months of the negotiated salary rate will be provided followed by three months of pay at the level of the individual’s covered compensation.

Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. Long-term disability insurance for the “Y” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

COMPREHENSIVE CANCER CENTER
Extended Illness/Disability Leaves:

Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, Comprehensive Cancer Center will provide 3 months of the full negotiated salary rate that was in effect immediately prior to the leave (i.e., X + Y, excluding any incentive bonuses).

Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. Long term disability insurance for the “Y” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.
Faculty should consult current plan documents for complete information about the University plans and the coverage that they provide.

**DERMATOLOGY**

- **Extended Illness/Disability Leaves:** Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, the department will provide six weeks of the full negotiated salary rate that was in effect immediately prior to the leave (i.e., \(X + Y\), excluding any incentive bonuses), followed if necessary by six weeks of pay at the level of the individual’s base (covered) compensation (as determined by rank, step and approved APU salary scale). This benefit will be available to all faculty in the department every two years.

  Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. For this reason, faculty are encouraged to apply for University-sponsored disability coverage with a 30-day waiting period. Long term disability insurance for the “\(Y\)” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

  Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

**DIABETES CENTER**

**Extended Illness/Disability Leaves:**

Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, the Diabetes Center will provide 12 to 24 weeks (12 weeks for 1 year of service, 18 weeks for 5 years of service and 24 weeks for 10 years of service) of pay at the fully negotiated salary level (i.e., \(X + Y\)).

Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. Long-term disability insurance for the “\(Y\)” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

**EPIDEMIOLOGY and BIOSTATISTICS**

2. **Extended Illness/Disability Leaves:**
Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, the DEB will supplement funding sources available to the faculty member to provide up to 12 weeks every three years of the full-negotiated salary rate \((X + Y)\).

Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

**FAMILY and COMMUNITY MEDICINE**

*Extended Illness/Disability Leaves:* Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, the department will provide six weeks of the Full Negotiated Salary rate that was in effect immediately prior to the leave (excluding any incentive/bonus compensation), followed if necessary by six weeks of pay at the level of the individual’s Covered Compensation (Faculty are eligible every three years for six weeks of full negotiated salary and six weeks of covered compensation for extended illness/disability leave).

Faculty members who are unable to return to work after the 12 week approved leave of absence must rely on employee- and/or employer-paid plans (through the University or privately-funded).

Note: Faculty are eligible for FMLA after 12 months of UC service. See APM 175 for more information on eligibility.

**FRESNO**

*Extended Illness/Disability Leaves:* Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, faculty will be provided six weeks of the full negotiated salary rate that was in effect immediately prior to the leave (i.e., \(X + Y\), excluding any incentive bonuses), followed if necessary by six weeks of pay at the level of the individual’s base (covered) compensation (as determined by rank, step and approved APU salary scale). This benefit will be available to all faculty in the FMEG every two years.

Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. For this reason, faculty are encouraged to apply for University-sponsored disability coverage with a 30-day waiting period. Long-term disability insurance for the “\(Y\)” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.
Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

**INSTITUTE FOR HEALTH POLICY STUDIES**

**Extended Illness/Disability Leaves:**

Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, the Institute will provide six weeks of the full negotiated salary rate that was in effect immediately prior to the leave (i.e., X + Y, excluding any incentive bonuses), followed if necessary by six weeks of pay at the level of the individual’s covered compensation (as determined by rank, step and approved APU salary scale). A maximum of 12 weeks (six weeks at X+Y and six weeks at X) may be granted in a 24 month period.

Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. For this reason (and because a shorter waiting period is more effective for those with recurring illnesses), faculty are encouraged to apply for University-sponsored disability coverage with a 30-day waiting period. Long-term disability insurance for the “Y” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

**INSTITUTE FOR NEURODEGENERATIVE DISEASES**

**Extended Illness/Disability Leaves**

Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, faculty members shall receive six (6) weeks of the full negotiated salary rate that was in effect immediately prior to the leave (i.e., X + Y, excluding any incentive bonuses).

Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. For this reason (and because a shorter waiting period is more effective for those with recurring illnesses), faculty are encouraged to apply for University-sponsored disability coverage with a 30-day waiting period. Long-term disability insurance for the “Y” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.
LABORATORY MEDICINE
INSTITUTE FOR HEALTH POLICY STUDIES

2. Extended Illness/Disability Leaves:

Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, the Department of Laboratory Medicine will, within any three year period, provide up to 3 months of the full negotiated salary rate that was in effect immediately prior to the leave (i.e., $X + Y$, excluding any incentive bonuses), followed if necessary by three months of pay at the level of the individual’s covered compensation (as determined by rank, step and approved APU salary scale).

Faculty members who are still unable to return to work or have exhausted their Departmental Disability Leave support (see above paragraph) will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. Long-term disability insurance for the “$Y$” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

MEDICINE
b. Extended Illness/Disability Leave

Per University policy, faculty do not accrue sick leave but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability (APM 710). An absence of greater than two weeks for health reasons is considered an extended illness and should be officially recorded as a leave with pay, and when appropriate, will be designated as Family Medical Leave (FMLA).

Faculty who can perform part of their usual duties or other duties assigned by the Department will be required to do so. With appropriate documentation, which may include a physician’s certification of disability and/or an outside third party review at the Department’s expense, the Department of Medicine will provide salary continuance during periods of extended illness or disability as follows:

Faculty with 0-3 years of service: Full time faculty members unable to work for health reasons, who have less than three years of service at the time of illness, will continue to receive full salary ($X+Y$) for a period equivalent to 1 day/month from date of hire to date of illness or disability.

Faculty with 3+ years of service: Faculty unable to work for health reasons, who have more than three years of service at the time of disability, will continue to receive full salary ($X+Y$) for 180 days. A maximum of 180 days of full salary ($X+Y$) continuation will be provided to a Plan member during a period of six
fiscal years. Faculty who have used any months will regain one month per subsequent year or part thereof until six months have been re-accumulated.

Faculty members who are unable to return to work after using their extended illness/disability leave will no longer be paid by the Department. However, the faculty member may be covered by employee and/or employer-paid plans, in which s/he had previously enrolled via the University or an outside source.

Faculty members are strongly encouraged to review their individual insurance needs for extended illness/disability leave and to consult current extended illness/disability policy documents for complete information about the University plan and the coverage they provide.

See attached Appendix, Section II for more details of the faculty disability plans which also may be obtained from the Office of the President benefits’ web site at http://www.ucop.edu/bencom/hw/ygip/intro.html.

EMERGENCY SERVICES, SFGH
b. Extended Illness/Disability Leaves: Per University policy, faculty do not accrue sick leave but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability (APM 710). An absence of greater than two weeks for health reasons is considered an extended illness and should be officially recorded as a leave with pay, and when appropriate, will be designated as Family Medical Leave (FMLA).

Faculty who can perform part of their usual duties or other duties assigned by the Emergency Services will be required to do so. With appropriate documentation, which may include a physician’s certification of disability and/or an outside third party review at the ES’s expense, the ES will provide salary continuance during periods of extended illness or disability as follows:

Six (6) weeks at the negotiated salary (X+Y) for faculty members with less than 10 years, and 12 weeks for faculty members with 10 or more years. If after this time a faculty member is unable to return to work for health reasons, s/he would continue to receive a salary at their base (X) up to a maximum of 180 days. This additional time (180 days) shall be limited to an occurrence of once every 5 years.

Faculty members who are unable to return to work after using their extended illness/disability leave will no longer be paid by the department. However, the faculty member may be covered by employee and/or employer-paid plans which s/he had previously enrolled via the University or an outside source.
Faculty members are strongly encouraged to review their individual insurance needs for extended illness/disability leave and to consult current disability policy documents for complete information about the University plan and the coverage they provide.

Details of the faculty disability plans may be obtained from the Office of the President benefits’ web site at [http://www.ucop.edu/bencom/hw/ygip/intro.html](http://www.ucop.edu/bencom/hw/ygip/intro.html).

**MICROBIOLOGY and IMMUNOLOGY**

*Extended Illness/Disability Leaves:*

Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, the Department of Microbiology & Immunology will provide up to 180 days of the Negotiated Salary (X+Y) in any 3 year period.

Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid long-term disability plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

**NEUROLOGY**

- **Extended Illness/Disability Leave:**
  Faculty do not accrue sick leave, but may be approved for leave with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, the Department will provide six (6) weeks of the full negotiated salary rate that was in effect immediately prior to the leave (i.e., X + Y, excluding any incentive bonuses).

Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. For this reason (and because a shorter waiting period is more effective for those with recurring illnesses), faculty are encouraged to apply for private long-term disability coverage and University-sponsored disability coverage with a 30-day waiting period. Long term disability insurance for the “Y” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

**NEUROLOGICAL SURGERY**
**Extended Illness/Disability Leaves:** Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, the Department of Neurological Surgery will provide 8 weeks of the full negotiated salary rate (X + Y) in effect immediately prior to the leave, followed if necessary by 16 weeks of paid leave at the level of the individual’s covered compensation; this maximum benefit will be available once every two (e.g.) years.

Faculty members who are still unable to return to work will then need to rely on employee-and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues.

Long term disability insurance for the “Y” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

**OBSTETRICS, GYNECOLOGY & REPRODUCTIVE SCIENCES**

**F. Extended Leave**

Medical compensation plan members do not accrue formal sick leave. Within a 12-month period, faculty shall receive 12 weeks paid leave at their current negotiated total compensation rate for the purpose of sick leave. In the event of a continuous illness, an additional four weeks of paid leave may be approved at the minimum salary rate of the individual's Base Salary Scale. Any salary above the minimum salary rate (x), not to exceed the current negotiated total compensation rate (x+y), will be determined by the availability of an individual's extramural funds and/or clinical fund reserve during this additional four-week period. Any leave taken beyond the Department's leave plan will be considered either vacation leave and compensated at one's current negotiated total compensation rate, or leave without pay.

Disability insurance is provided at different levels of compensation dependent on the options elected at the time of initial employment. Please contact the Department Human Resources Office, 476-2525, for information regarding this plan.

**OPHTHALMOLOGY**

(a) Extended Illness/Disability Leave:
Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, the Department of Ophthalmology will provide on an annual basis, six weeks of the full negotiated salary rate that was in effect immediately prior to the leave (i.e., X + Y, excluding any incentive bonuses), followed if necessary by six weeks of pay at the level of the individual’s covered compensation (as determined by rank, step and approved APU salary scale).

Faculty members who are still unable to return to work will then need to rely on employee and/or employer paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. For this reason (and because a shorter waiting period is more effective for those with recurring illnesses), faculty should be encouraged to apply for University-sponsored disability coverage with a 30-day waiting period.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

ORTHOPAEDIC SURGERY

Extended Illness/Disability Leaves: Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e. salary continuance) during periods of extended illness or disability, or in the case of female members for childbearing leave. In such cases, the Department of Orthopaedic Surgery will provide up to six weeks of the full negotiated salary (X+Y, excluding any incentive bonuses) which was in effect immediately prior to the leave, followed if necessary by six weeks of pay at the level of the individual’s covered compensation (base salary or X). This maximum benefit will be available once every two years.

Faculty members who are still unable to return to work will then need to rely on employee-and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. Long term disability insurance for the “Y” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability. Faculty should consult current plan documents for complete information about the University plans available and the coverage they provide.

OTOLARYNGOLOGY

Extended Illness/Disability Leaves: Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, the department will provide six weeks of the full negotiated salary rate that was in effect immediately prior to the leave (i.e., X + Y,
excluding any incentive bonuses), followed if necessary by six weeks of pay at the level of the individual’s base (covered) compensation (as determined by rank, step and approved APU salary scale). This benefit will be available to all faculty in the department every two years.

Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. For this reason, faculty are encouraged to apply for University-sponsored disability coverage with a 30-day waiting period. Long term disability insurance for the “Y” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

PATHOLOGY

**Extended Illness/Disability Leaves:** Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, the Department will provide six weeks of the full negotiated salary rate that was in effect immediately prior to the leave (i.e., \(X + Y\), excluding any incentive bonuses) followed, if necessary, by six weeks of pay at the level of the individual’s covered compensation (as determined by rank, step and approved APU salary scale).

Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. For this reason (and because a shorter waiting period is more effective for those with recurring illnesses), faculty are encouraged to apply for University-sponsored disability coverage with a 30-day waiting period. Long term disability insurance for the “Y” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

PEDIATRICS

**Extended Illness/Disability Leaves:**

Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, the Department will provide six weeks each fiscal year of the full negotiated salary rate that was in effect immediately prior to the leave (i.e., \(X + Y\), excluding any incentive bonuses), followed if necessary by six weeks each fiscal year of pay at the level of the individual’s covered compensation (i.e., \(X\), or base salary as determined by rank, step and approved APU salary scale).
Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. For this reason, faculty are encouraged to apply for University-sponsored disability coverage with a 30-day waiting period. Long-term disability insurance for the “Y” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

**PHYSICAL THERAPY and REHABILITATION SCIENCE**

**Extended Illness/Disability Leaves:** Faculty members do not earn sick leave but may be approved for leaves with pay in the case of severe illness or disability. In such cases, the Department of Physical Therapy and Rehabilitation Science will provide up to 6 weeks of leave at the full negotiated salary rate per calendar year. Clinical and/or teaching days missed that do not fall under childbearing or catastrophic illness paid leave must be made up in a timely manner.

Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. For this reason, faculty are encouraged to apply for University-sponsored disability coverage with a 30-day waiting period. Long-term disability insurance for the “Y” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of disability.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

Faculty remain members of the Compensation Plan while on paid leave and as such, are bound by the Rules, Procedures, and Guidelines of the Plan, including those policies relating to income due the Plan.

**PHYSIOLOGY**

**Extended Illness/Disability Leaves:**
Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., ”salary continuance“) during periods of extended illness or disability. In such cases, the Department of Physiology will ensure 180 days of the full negotiated
salary rate that was in effect immediately prior to the leave (i.e., $X + Y$) every three years.

Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. For this reason (and because a shorter waiting period is more effective for those with recurring illnesses), faculty are encouraged to apply for University-sponsored disability coverage with a 30-day waiting period. Long term disability insurance for the “$Y$” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

**PSYCHIATRY**

**Extended Illness/Disability Leaves:**

Per University policy, faculty do not accrue sick leave but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability (APM 710). An absence of greater than two consecutive weeks for health reasons is considered an extended illness and should be officially recorded as a leave with pay.

The Department will provide compensation during periods of illness or disability as follows:

**Faculty with 0-3 years of service:**

Full time faculty members unable to work for health reasons, who have less than three years of service at the time of illness, will continue to receive full salary ($X + Y$) for 15 calendar days in their first year of service, 30 calendar days in their second year of service, and 45 calendar days in their third year of service.

**Faculty with more than 3 years of service:**

Faculty unable to work for health reasons, who have more than three years of service at the time of disability, will continue to receive full salary ($X + Y$) for 90 calendar days. Faculty who remain unable to work for health reasons will receive an additional 90 calendar days of salary continuation in the amount of their covered compensation ($X$). A maximum of 90 calendar days of full salary ($X + Y$) continuation followed by a maximum of 90 calendar days of covered compensation ($X$) salary continuation will be provided to a Plan member during a period of six fiscal years. Faculty who have used extended illness/disability leave will regain 15 calendar days of full salary ($X + Y$) continuation and 15 calendar days of covered compensation.
salary (X) continuation per subsequent fiscal year until 90 calendar days of full salary (X+Y) continuation and 90 calendar days of covered compensation salary (X) continuation have been re-accumulated.

Faculty members who are unable to return to work after using their extended illness/disability leave will no longer be paid by the Department. However, the faculty member may be covered by employee and/or employer-paid plans, in which s/he had previously enrolled via the University or an outside source.

Faculty members are strongly encouraged to review their individual insurance needs for extended illness/disability leave and to consult current extended illness/disability policy documents for complete information about the University plan and the coverage they provide.

**RADIATION ONCOLOGY**

Extended Illness/Disability Leaves: Plan members do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability upon recommendation of the treating physician. In such cases, the Department of Radiation Oncology will provide up to 12 weeks of the full negotiated salary rate that is in effect on the date of the leave (i.e., X+Y, excluding any incentive bonuses). If further recommended by the treating physician, this may be followed by up to an additional 12 weeks of pay at the level of the individual’s covered compensation (as determined by rank, step and approved APU salary scale). A maximum of 24 weeks of paid extended illness/disability leave will be available once every 3 years.

If the faculty member is still unable to return to work, leave without pay may then be approved, but the individual will need to rely on employee-paid short term disability benefits, whether through the University or privately funded plan, for income during this period.

Faculty may be eligible to enroll in employee-paid disability coverage (i.e., disability beyond one year) on their covered compensation; in addition, long term disability insurance for the “Y” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

A faculty member shall be permitted to use five days per year of their extended illness bank for bereavement leave. Additional leave may be granted at the discretion of Chair.
RADIOLOGY
Addendum C – Extended Illness/Disability Leaves

Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. This leave is to provide temporary income for faculty who experience an extended illness or injury.

For faculty hired on or before June 30, 1996, the department will provide up to 180 days (six months) of the full negotiated salary rate that was in effect immediately prior to the leave (i.e., X+Y, excluding any incentive bonuses), every three years. The department encourages these faculty to enroll in an employee-paid disability insurance plan with a waiting period of no more than 180 days.

For faculty hired after June 30, 1996, the department will support the full (X+Y) salary of any faculty member experiencing a temporary medical disability for up to 60 days, every three years. Exceptions will be made in circumstances where a faculty member presents evidence of denial of coverage or a denied request to shorten the waiting period of their disability coverage. Requests for exceptions to this policy may be addressed to the Chair. The department encourages these faculty to enroll in an employee-paid disability insurance plan with a waiting period of no more than 60 days.

Faculty members who are still unable to return to work after the period of departmental support will then need to rely on employee- and/or employer-paid plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. Long-term disability insurance for the “Y” portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.

A leave cannot be approved beyond the end date of the appointment. Clinical days missed that do not fall under extended illness paid leave must be made up in a timely manner.

SURGERY
• **Illness and Disability Leave:**

Because faculty have no formal sick leave benefits, six weeks per year of leave for illness/disability will be provided by the Department at the faculty
member’s negotiated salary rate immediately prior to the leave, excluding any bonus payments. After this period, the faculty member will need to rely on employee paid short term and long term University disability benefits and/or personally funded private disability insurance.

UROLOGY
Extended Illness/Disability Leaves
Faculty do not accrue sick leave, but may be approved for leaves with pay (i.e., “salary continuance”) during periods of extended illness or disability. In such cases, the Department of Urology will provide six weeks of the full negotiated salary rate that was in effect immediately prior to the leave (i.e., X+Y, excluding any incentive bonuses), followed if necessary by six weeks of pay at the level of the individual’s covered compensation (as determined by rank, step and approved APU salary scale).

Faculty members who are still unable to return to work will then need to rely on employee- and/or employer-paid long-term disability plans (whether through the University or privately-funded) for income while eligibility for disability benefits continues. Long term disability insurance for the Y portion of salary is an employer-paid benefit that provides coverage to eligible faculty following a full year of full disability.

Faculty should consult current plan documents for complete information about the University plans and the coverage they provide.