BCOE ASE and GSR Leave Process and Resources

Leave Process

#	Step	Responsible Person/Unit	Action
1	Initiation	Employee (ASE/GSR), Supervisor, and/or Department	Notifies the Leave Specialist of potential need for leave.
2	Provide Forms & Information	Leave Specialist	Provide the ASE/GSR Leave Packet to the employee: cover letter, LOA (Leave of Absence) request form, and any supplemental documentation/forms required (as per contract) within **five (5) business days** of receiving employee's notice of the potential need for leave.
3	Consultation (Optional / As Needed)	Leave Specialist, Employee (ASE/GSR)	Offer and/or schedule consultation if case is complex, employee has questions, or eligibility issues.
4	Employee Submission	Employee (ASE/GSR)	Submit LOA request form and supporting documentation (medical certificate, declaration of relationship, etc.) to the Leave Specialist. If possible, **30 calendar days** before leave start for long-term; at least **1 working day** in advance for short-term/unanticipated events, or as soon as the need for leave becomes known.
5	Review and Determination	Leave Specialist, Supervisor, Department (FAO)	Review the LOA request form and supporting documentation for eligibility and compliance. In consultation with the supervisor or designated approver (FAO), make and issue the leave determination within **five (5) business days**. For complex cases or policy questions, contact **cpsu@engr.ucr.edu** for guidance.
6	Communicate Leave Determination	Leave Specialist	Notify employee of determination (approved/not approved) for the leave request.
7	Request for Review/Re-Evaluation (If Applicable)	Employee (ASE/GSR, Leave Specialist	If the leave request is not approved, the employee may resubmit the request with updated information or provide additional documentation within five (5) business days of receiving the determination. The Leave Specialist will re-evaluate the request, consult with the supervisor or designated approver as needed, and issue a determination within five (5) business days of receiving the additional information.
8	Notify the Supervisor	Leave Specialist	Notify the supervisor regarding approved leave. Do not disclose confidential health information.
9	Record Leave in UCPath	Leave Specialist	Submit Service Link to record leave request in UCPath. Ensure Service Link is also submitted to return the employee from leave. Do not disclose confidential health information.
10	Payroll / Timekeeping Coding	Leave Specialist, Supervisor	Ensure leave codes are accurately reflected on the TARS timesheet.

11	Leave Changes/Return to Work	Leave Specialist, Supervisor, Employee (ASE/GSR)	Monitor and communicate any changes to the employee's leave status. Provide timely updates to the supervisor regarding approved modifications and notify the employee of required documentation or actions needed for their return to work. Confirm completion of return-to-work requirements (e.g., medical clearance, UCPath update) before the employee resumes work.
12	Tracking & Compliance Monitoring	Leave Specialist	Track leave periods, ensure no paid leave exceeds contract entitlements; ensure leave does not extend past appointment end date.

Provide Forms & Information- Leave Packet

*Provides the employee with general information on eligibility and leave options within **five (5) business days** of receiving inquiry and/or notice of the potential need for leave.*

Refer to Contract: Bargaining units, contracts and local agreements | UCnet

Own Serious Health Condition/Care for a Family Member

Subject: ASE/GSR Leave Request Packet – Action Required
Hello <Employee>,

We understand you may have a need for a leave of absence. To begin the process, please review and complete the following documents:

- ASE and GSR Leaves Cover Letter – Overview of available leave types and key information.
- ASE and GSR Leaves Form (Action Required)– Outlines your available leave options and required certification/documentation.

Approval of your leave request is subject to applicable University policy and the terms of the UAW collective bargaining agreement. Until your leave request is approved, any absences may be considered unapproved and could affect your pay and appointment status. Please note that approved leave cannot extend beyond the end date of your current appointment. For additional details regarding your leave eligibility, refer to the UAW contract here: Bargaining units, contracts and local agreements | UCnet.

To avoid processing delays, submit your leave request at least thirty (30) calendar days before your intended start date or as soon as the need for leave becomes known.

If you have any questions or need assistance with this process, please don't hesitate to reach out.

Parental Bonding

Subject: ASE/GSR Parental Leave Request Packet – Action Required
Hello <Employee>,

Congratulations on this exciting news! I'm happy to assist with your upcoming parental leave request. To begin the process, please review and complete the following documents:

- ASE and GSR Leaves Cover Letter – Overview of available leave types and key information.
- ASE and GSR Leaves Form (Action Required)– Outlines your available leave options and required certification/documentation.

Approval of your leave request is subject to applicable University policy and the terms of the UAW collective bargaining agreement. Until your leave request is approved, any absences may be considered unapproved and could affect your pay and appointment status. Please note that approved leave cannot extend beyond the end date of your current appointment. For additional details regarding your leave eligibility, refer to the UAW contract here: Bargaining units, contracts and local agreements | UCnet.

To avoid processing delays, submit your leave request at least thirty (30) calendar days before your intended start date or as soon as the need for leave becomes known.

Additionally, with a dependent under the age of 13, you may qualify for a quarterly childcare subsidy and dependent healthcare benefits. Additional resources for graduate student parents and caregivers can be viewed here: https://gsrc.ucr.edu/resources-graduate-student-parents-and-caregivers.

If you have any questions or need assistance with this process, please don't hesitate to reach out.

Pregnancy Disability

Subject: ASE/GSR Pregnancy Leave Request Packet – Action Required
Hello <Employee>,

Congratulations on your upcoming arrival! I'm happy to assist you with your pregnancy leave request. To begin the process, please review and complete the following documents:

- ASE and GSR Leaves Cover Letter – Overview of available leave types and key information.
- ASE and GSR Leaves Form (Action Required)– Outlines your available leave options and required certification/documentation.
- California Pregnancy Disability Leave Poster – Provides information on your rights under state law.

Approval of your leave request is subject to applicable University policy and the terms of the UAW collective bargaining agreement. Until your leave request is approved, any absences may be considered unapproved and could affect your pay and appointment status. Please note that approved leave cannot extend beyond the end date of your current appointment. For additional details regarding your leave eligibility, refer to the UAW contract here: Bargaining units, contracts and local agreements | UCnet.

To avoid processing delays, submit your leave request at least thirty (30) calendar days before your intended start date or as soon as the need for leave becomes known.

Additionally, with a dependent under the age of 13, you may qualify for a quarterly childcare subsidy and dependent healthcare benefits. Additional resources for graduate student parents and caregivers can be viewed here: https://gsrc.ucr.edu/resources-graduate-student-parents-and-caregivers.

If you have any questions or need assistance with this process, please don't hesitate to reach out.

Communicate Leave Determination - Email Template (Approve/Not Approve)

Notify employee of determination (approved/not approved) for the leave request and next steps. BCOE Department FAO will be the designated approver. The ASE/GSR supervisor would only approve if the employee is requesting PTO or if leave entitlements are exhausted.

Approved Leave Request Template Sample for Own Serious Health Condition/Care for a Family Member:

Subject: Leave Request: [Employee Name]
Hello <Employee>,

Your leave request for [Short-Term and/or Long-Term] submitted on [date] has been approved for the period of xx/xx/xxxx to xx/xx/xxxx, during your [Appointment] Quarter as a [Job Code: ASE/GSR]. Your expected return-to-work date is xx/xx/xxxx.

A signed copy of your Leave of Absence Request form is attached for your records. Please notify me promptly if you need to make any changes to your leave or request an extension so that we can ensure accurate processing in accordance with University policy and the UAW collective bargaining agreement.

Action Required:

- Timesheet Coding: Record hours on your timesheet as follows or refer to the TARS Job Aid for ASEs and GSRs for detailed guidance:

  xx/xx/xxxx to xx/xx/xxxx : [TARS CODE]

Important Notes:

- Your leave cannot extend beyond the end date of your current appointment.
- Pay and benefits during your leave will follow University policy and the collective bargaining agreement.

For further details regarding your leave eligibility, refer to the contract here: Bargaining units, contracts and local agreements | UCnet.

Approved Leave Request Template Sample for Parental Bonding:

Subject: Leave Request: [Employee Name]
Hello <Employee>,

Your leave request for [Short-Term and/or Long-Term] submitted on [date] has been approved for the period of xx/xx/xxxx to xx/xx/xxxx, during your [Appointment] Quarter as a [Job Code: ASE/GSR]. Your expected return-to-work date is xx/xx/xxxx.

A signed copy of your Leave of Absence Request form is attached for your records. Please notify me promptly if you need to make any changes to your leave or request an extension so that we can ensure accurate processing in accordance with University policy and the UAW collective bargaining agreement.

Action Required:

- Timesheet Coding: Record hours on your timesheet as follows or refer to the TARS Job Aid for ASEs and GSRs for detailed guidance:

  xx/xx/xxxx to xx/xx/xxxx : [TARS CODE]

Important Notes:

- Your leave cannot extend beyond the end date of your current appointment.

- Pay and benefits during your leave will follow University policy and the collective bargaining agreement.
- With a dependent under the age of 13, you may qualify for a quarterly childcare subsidy and dependent healthcare benefits. Additional resources for graduate student parents and caregivers can be viewed here: https://gsrc.ucr.edu/resources-graduate-student-parents-and-caregivers.

For further details regarding your leave eligibility, refer to the contract here: Bargaining units, contracts and local agreements | UCnet.

Approved Leave Request Template Sample for Pregnancy Disability:

Subject: Leave Request: [Employee Name]
Hello <Employee>,

Your leave request for [Short-Term and/or Long-Term] submitted on [date] has been approved for the period of xx/xx/xxxx to xx/xx/xxxx, during your [Appointment] Quarter as a [Job Code: ASE/GSR]. Your expected return-to-work date is xx/xx/xxxx.

A signed copy of your Leave of Absence Request form is attached for your records. Please notify me promptly if you need to make any changes to your leave or request an extension so that we can ensure accurate processing in accordance with University policy and the UAW collective bargaining agreement.

Action Required:

- Timesheet Coding: Record hours on your timesheet as follows or refer to the TARS Job Aid for ASEs and GSRs for detailed guidance:

  xx/xx/xxxx to xx/xx/xxxx: [TARS CODE]

Important Notes:

- Your leave cannot extend beyond the end date of your current appointment.
- Pay and benefits during your leave will follow University policy and the UAW collective bargaining agreement.
- If you have a dependent under the age of 13, you may be eligible for a quarterly childcare subsidy and dependent healthcare benefits. See resources here: Graduate Student Parents & Caregivers – UCR.
- UCR provides a Lactation Accommodation Program. Please see the UCR Lactation Program Guidelines and website for available lactation rooms.
- BCOE has a dedicated Lactation Room located in Winston Chung Hall. If you would like access, please let me know and I will send you the BCOE Agreement Form and access details.

For further details regarding your leave eligibility, refer to the contract here: Bargaining units, contracts and local agreements | UCnet.

Not Approved Leave Request Email Template Sample:

Subject: Leave Request - [Employee Name]
Dear [Employee Name],

After review of your Leave of Absence Request submitted on [date], we are unable to approve your request at this time for the period of xx/xx/xxxx to xx/xx/xxxx. Please refer to the attached Leave of Absence Request form for the specific reason(s) for this determination.

You may submit updated or additional documentation for reconsideration, if applicable. Until an approved leave is in place, please note that any absences may be considered unapproved and could affect your pay and appointment status.

For further details regarding your leave eligibility, refer to the contract here: Bargaining units, contracts and local agreements | UCnet .

Approved Leave Notification to the Supervisor Email Template:

Subject: Leave Approval Notification: [Employee Name]
Hello <Supervisor>,

[Employee Name]'s request for [Short-Term / Long-Term] Leave, submitted on [date], has been approved for the period [xx/xx/xxxx – xx/xx/xxxx] during the [Appointment] Quarter as a [Job Code: ASE/GSR]. The expected return-to-work date is [xx/xx/xxxx].

I will notify you promptly if there are any changes to the leave dates or status. Please ensure timesheets are reviewed and approved. Refer to the TARS Job Aid for Supervisors for detailed guidance.

Kindly note that all information regarding an employee's leave, including the reason for the leave and any related documentation, is confidential and should be handled in accordance with University policy.

For additional information about ASE/GSR leave entitlements, you may refer to the UC contracts here: Bargaining units, contracts and local agreements | UCnet.

ASE/GSR Leave Request – Required Documentation Reference

Leave Type	Purpose / Use	Required Documentation
Short-Term Leave (Hourly & Salaried)	• Illness or disability (employee) • Care of family member or designated person • Preventive care, medical appointments • Family emergency • Immigration appointments/hearings • Domestic violence, sexual assault, stalking	• LOA Request Form
Long-Term Leave (Salaried)	• Serious health condition (employee) • Care for family member with serious health condition • Bonding with newborn or newly placed child • Pregnancy, childbirth, related medical conditions	• LOA Request Form • Certification of Health Care Provider (Employee or Family Member) • Declaration of Relationship Form (for family member care or bonding) • Certification for Pregnancy Disability Leave (if applicable)
Pregnancy Disability Leave (PDL)	Pregnancy, childbirth, or related medical condition (with continuation of health benefits)	• LOA Request Form • Certification of Health Care Provider for Pregnancy Disability
Jury Duty	Required jury service	• LOA Request Form • Copy of Jury Summons or court notice
Bereavement Leave	Death of a family member	LOA Request Form

Other Leave (Professional Meetings, Gov't Service, etc.)	Professional meetings, service to government agencies, other approved absences	• LOA Request Form • Documentation supporting the request • Supervisor/Dept. approval

FAQ

Non-Resident Tuition Status

1. Will childrearing leave affect my non-resident tuition status? I am currently exempt from non-resident tuition for three years. If I take a quarter of childrearing leave, will the three-year period be extended by an additional quarter? Is there any other way to extend the non-resident tuition exemption due to the birth of my child?
   Graduate Division provided confirmation that as long as you are enrolled in full-time units during the period of the employment leave, there wouldn't be any changes to the non-resident tuition eligibility nor will it be extended an additional quarter.
2. Is there any way I can take a full quarter of childbirth-related leave without being enrolled in full-time units (or any units) as an international student? I'm hoping to extend the non-resident tuition exemption for one additional quarter.
   Graduate student must remain enrolled in units for the period of the leave.

Graduate Student Benefits When Expecting a Child

1. Are there any other benefits or resources available to graduate students who are expecting a child that I might be eligible for?
   With a dependent under the age of 13, you may qualify for a quarterly childcare subsidy and dependent healthcare benefits. Child Care Reimbursement, is for childcare provider with a valid tax ID or social security number. Please reference the following website for additional resources and child reimbursement forms and information: https://gsrc.ucr.edu/resources-graduate-student-parents-and-caregivers.

Leave Entitlements

1. Do ASEs/GSRs qualify for FMLA?
   No. ASEs/GSRs are eligible for short-term leave, long-term leave, pregnancy disability leave, jury duty, and bereavement leave. Refer to the union contract and/or Leave of Absence Request Form for qualifying reasons and a comprehensive list of entitlements.
2. Can employees use both short-term and long-term paid leave consecutively.
   Yes. Employees can use short-term and long-term leaves for qualifying reasons.
3. How should intermittent leave be tracked when employees return for a few days, then go back on leave?
   Intermittent leave is permitted. Exempt employees must record leave in full-day increments, while hourly employees should record actual hours missed based on their scheduled work time. The total leave used will be tracked and counted in days or weeks toward the employee's overall leave entitlement.
4. If a new medical issue arises after returning from a previous leave, should it be treated as a new leave or a continuation?
   New medical issue will be treated as a new leave request. Employee will need to submit a Leave of Absence request and provide a certification of health care provider or doctor's note for review and determination.
5. Do we require two leave of absence request form if the employee wants to use short term leave and long term leave consecutively?
   No. If requesting for the same qualifying reason, the employee just needs to complete one leave of absence request form.

6. If the employee returns from leave and the same medical issue arises after returning from a leave, should it be treated as a new leave or a continuation?
   The employee will need to submit a leave of absence request with an updated certificate of health care or doctor's note for review and determination.
7. How do leaves align with curtailment or winter closure periods? Does the leave pause or continue through closure?
   Leaves continue through curtailment or winter closure periods and do not pause. If an employee is on an approved leave during the closure, the leave period includes those dates.
8. Can an employee continue receiving paid leave after their ASE/GSR appointment ends?
   No. Leave entitlements do not extend beyond the end of the appointment.
9. How does Pregnancy Disability Leave (PDL) overlap or run concurrently with short-term and long-term leave?
   Pregnancy Disability Leave (PDL) provides up to four months of unpaid leave within a 12-month period for pregnancy-related disability. Employees may choose to use available paid leave options—such as up to two days of short-term leave per quarter or up to eight weeks of long-term paid leave per academic year—for income replacement during their PDL period.

10. Can employees use GSR Paid Time Off (PTO) consecutively with their short-term and long-term leave entitlements?
    GSRs may request to use their available Paid Time Off (PTO) with supervisor approval; however, PTO is part of their overall paid leave entitlement and not in addition to short-term or long-term leave. PTO and other leave types may be used consecutively when approved and consistent with policy.

Carry over

1. Can Graduate Student Researchers (GSRs) carry over unused Paid Time Off (PTO)?
   GSRs accrue one day of PTO per month when appointment for at least 25% FTE. Allotment is communicated in the appointment letters and available for use on the first day of a GSR's appointment. Unused PTO does not roll over beyond the appointment period. It is a "use it or lose it" benefit. PTO must be used during the active appointment and cannot be banked or paid out at the end of the appointment.
2. Can unused short-term paid leave carry over to another quarter?
   No. Short-term paid leave (up to two days per quarter) is a "use it or lose it" entitlement. Unused days do not roll over to future quarters or academic years.
3. Can unused long-term paid leave carry over to another quarter?
   Yes. ASEs and GSRs are allocated up to eight weeks of long-term paid leave per academic year. This is a single entitlement and does not reset separately for ASE and GSR appointments. The leave may be taken across multiple quarters, as long as the individual has a qualifying reason and an active appointment. Leave cannot extend beyond the end of the current appointment or carry into the next academic year.

Short Work Breaks

1. Are ASEs/GSRs eligible for short term and long term leave while on a short work break?
   ASEs and GSRs must have an active appointment and be currently working to qualify for short-term or long-term leave. A short work break is not considered an active appointment and does not make the employee eligible for leave benefits.

GSR Leave Eligibility Scenario Example:

Could you please clarify the following scenarios regarding GSR leave eligibility?

1. For a GSR employed at 50% for a typical three-month appointment (i.e. Fall Quarter: 10/1/2024 – 12/31/2024), who begins an 8-week paid leave on 12/1/2024:

- What happens to their leave entitlement if the GSR's appointment ends on 12/31/2024? They can use up to 8 weeks entitlement from 12/1/2024-12/31/2024. Pay leave does not continue beyond the end date of the ASE/GSR appointment.
- If they are reappointed for the Winter 2025 quarter, does any unused leave carry over into the new quarter/ year? They can use the remaining entitlement in the Winter quarter if they have an active appointment. Pay leave does not continue beyond the end date of the ASE/GSR appointment.
- If the student transitions to a 50% TA position for Winter 2025, does any remaining leave carry over into this new role? See above. ASE/GSR have up to 8 weeks of pay leave per academic year. The ASE/GSR does not get an additional up to 8 weeks entitlement per appointment.
- Lastly, if the graduate student does not receive employment for Winter 2025, how is their leave eligibility affected? They are not eligible for leave entitlement beyond the end date of their appointment. They have to have an active appointment.

Resources

Refer to the following links for additional resources in managing ASE/GSR leaves.

- FAQs for Implementation of New Labor Contracts: https://graduate.ucr.edu/updates
- **UPDATED:** ASE/GSR Leave Forms Non-Senate Academics – General Policy Information: Non-Senate Academics | Academic Personnel Office
- **UPDATED:** Central HR Leave Forms: https://hr.ucr.edu/leave-absence#academic-student-employees-ase
- **TARS Earn Codes:** TARS Job Aid for ASEs and GSRs and TARS Job Aid for Supervisors
- Bargaining units, contracts and local agreements | UCnet
- General ASE Employment Information: https://graduate.ucr.edu/academic-student-employee-ase
- General GSR Employment Information: https://graduate.ucr.edu/graduate-student-researcher-gsr
- Resources for Graduate Student Parents and Caregivers: https://gsrc.ucr.edu/resources-graduate-student-parents-and-caregivers
- Child **Dependent Health Premium Benefit Program**
- Faculty and Staff Assistance Program: https://hr.ucr.edu/employee-resources/faculty-and-staff-assistance-program

Contacts

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