# Leave Training for BX (ASE) & BR (GSR)

**Understanding Leave Entitlements and Procedures**

**Presented by: CPSU**
**Sim Mai, HR Analyst**

UC RIVERSIDE | Marlan and Rosemary Bourns College of Engineering



# Agenda

- Training Objectives
- Leave Entitlements
- Best Practices for Leave Administrators
- Case Scenarios
- BCOE Process and Resources

# Training Objectives

**Employee Classifications:**

- **BX (Academic Student Employees):** Teaching Assistants, Associate Instructors, Readers, Tutors
- **BR (Graduate Student Researchers)**

Understand leave entitlements specific to BX and BR contracts.

Learn best practices for managing leave.

Ensure compliance with UC policies and union contracts.

# Leave Entitlements

# Short-Term Paid Leave/Expanded Protected Leave

Salary and hourly positions with a 50% appointment are eligible for up to two (2) days of paid leave per quarter for:

- Personal illness and/or disability
- Birth, adoption, or care of a child, family member[1]
- Diagnosis, care, or treatment of an existing physical or mental health condition; or preventive care for employee, family member[1], designated person[2], or persons residing in the ASE/GSR's household
- Family emergency
- Immigration appointments and/or hearings[3]
- Victim of domestic violence, sexual assault or stalking

[1] Defined as one's parent, child, spouse, domestic partner, grandparent, grandchild or sibling. Child means the employee's biological child, adopted child, foster child, stepchild, legal ward, or a child for whom the employee stands in loco parentis, who is under 18 years of age or incapable of self-care because of a mental or physical disability. Parent includes the employee's biological parent, foster parent, adoptive parent, stepparent, parent-in-law, legal guardian, or an individual who stood in loco parentis to the employee when the employee was a child.

[2]Designated person is a person identified by the ASE/GSR at the time the ASE/GSR requests paid short-term leave; limited to one designated person per calendar year.

[3]Scheduled by federal immigration officials or the U.S. Department of State with respect to immigration or citizenship status of the employee, spouse, domestic partner, child or parent in accordance with the Immigration Articles of the BX and BR contracts.

*Side Letter- Expansion of Paid Short-Term Leave effective Jan. 1, 2025

# Long-Term Paid Leave

Salary positions are eligible for paid leave for up to eight (8) weeks per academic year (including Summer):

- Own serious health condition as defined under Family and Medical Leave Act (FMLA)[4] - **requires the** Certification of Healthcare Provider for Employee's Serious Health Condition Form
- To care for a family member[1] who has a serious health condition - **requires the** Certification of Health Care Provider for Family Member's Serious Medical Condition and Declaration of Relationship Form
- To care for and bond with a newborn child or a child placed with the employee for adoption or foster care[5] - **requires the** Declaration of Relationship Form
- Pregnancy, childbirth or related medical conditions prior to, during and after childbirth[6] - **requires the Certification of Health Care Provider for Pregnancy Disability Leave**

[1] Defined as one's parent, child, spouse, domestic partner, grandparent, grandchild or sibling. Child means the employee's biological child, adopted child, foster child, stepchild, legal ward, or a child for whom the employee stands in loco parentis, who is under 18 years of age or incapable of self-care because of a mental or physical disability. Parent includes the employee's biological parent, foster parent, adoptive parent, stepparent, parent-in-law, legal guardian, or an individual who stood in loco parentis to the employee when the employee was a child.

[4] Defined by FMLA as "a serious health condition that makes the employee unable to perform the essential functions of his or her job"

[5] Leave shall be taken within twelve months of the birth or placement of the child with the employee.

[6] Any paid leave taken under this leave option shall run concurrently with any leave taken under the Pregnancy Disability leave pursuant to California's Pregnancy Disability Leave Laws

# Pregnancy Disability Leave (PDL)

Up to four (4) months of unpaid leave in a 12-month period. May be supplemented/run concurrently with short-term and long-term paid leave.

- pregnancy and/or reasonable accommodation for pregnancy disability, childbirth and related medical conditions[7] with continuation of health benefits- **requires the Certification of Health Care Provider for Pregnancy Disability Leave**

[7]Per the California Pregnancy Disability Leave Laws

# Other Leaves

| Leave Type | Purpose | Duration |
|---|---|---|
| Jury Duty | For required jury duty service. | Paid leave provided with proof of summons. |
| Bereavement Leave | For leave due to the death of a family member. | Paid leave up to five (5) calendar days per occurrence(s) on days scheduled to work due to the death of a family member. |
| Professional Meetings | Leave to attend professional meetings. | Paid or unpaid leave granted at the hiring department’s discretion and/or supervisor. |
| Services to Government Agencies | Leave to provide service to government agencies. | Paid or unpaid leave granted at the hiring department’s discretion and/or supervisor. |

# GSR Article 23: Personal Time Off (PTO)

GSRs with an appointment of 25% or more for a minimum of one full month, are eligible to use personal time off with pay during the length of the appointment. The personal time off shall be up to twelve (12) workdays for a full twelve-month period. For shorter appointments, the twelve (12) workdays will be **prorated a day per month** for every full month of appointed service.

| Eligibility | Accrual | Usage | Carryover |
|---|---|---|---|
| Appointment of **25% or more** for **at least one full month** | **1 workday per month**, up to **12 workdays per 12-month appointment** | Requires supervisor approval; report via timesheet | **Does not carry over**—unused time expires at appointment end |

| Leave Type | Display Code | Description | Biweekly Earn Code | Monthly Earn Code | FMLA Code | Group |
|---|---|---|---|---|---|---|
| PTO | PTOGSR | Paid Time Off - GSR | GPO | GPO | N | GSR |

Reference: Article 23: Personal Time Off

# Leave Administration

**The University will maintain the confidentiality of health information or information related to domestic violence or sexual assault regarding the ASE/GSR or the ASE/GSR's family member and will not disclose such information except as required by law.**

Leave entitlements do not extend beyond the end date of ASE/GSR appointment.

# Best Practices for Leave Administrators

**Notification**

- The employee, supervisor, or department notifies the Leave Specialist of the potential need for leave.

**Communication**

- The Leave Specialist provides the employee with a ASE/GSR Leave Packet: cover letter, Leave of Absence (LOA) form, and consultation (optional) within **five (5) business days**.

**Review**

- Review the LOA request form and supporting documentation for eligibility and compliance. In consultation with the supervisor or designated approver, make and issue the final leave determination within **five (5) business days**. For complex cases or policy questions, contact **cpsu@engr.ucr.edu** for guidance.

**Processing and Follow- Up**

- Upon determination (approve/not approve), the Leave Specialist notifies the employee, submits the LOA through ServiceLink to place on leave/return from leave, tracks the leave period, ensures timesheets are coded correctly, and updates the supervisor.

# Case Scenarios



# Employee Serious Health Condition

Mary, is a GSR working at 50% FTE begins experiencing a serious health condition and informs their department they will be unable to work starting November 1, 2024 through January 3, 2025.

Their appointment is for Fall quarter October 1, 2024 to December 31, 2024. The GSR does not have a Winter quarter appointment.

Questions:

- What type of leave are they eligible for?
- How much of it can they use?
- What documentation is needed?

# Employee Serious Health Condition

| Questions | Answer |
|---|---|
| What type of leave are they eligible for? | Employee serious health condition is a qualifying event. Leave request from November 1, 2024 through January 3, 2025 (Fall Quarter).<br>• **Short-Term Paid Leave**: Up to 2 paid days per quarter.<br>• **Long-Term Paid Leave**: Up to 8 weeks of paid leave per academic year for a serious health condition |
| How much of it can they use? | Mary can use paid leave only during her active appointment period: **November 1 – December 31**. Does not have a Winter Quarter appointment.<br>• Can use **Short-Term Paid Leave** and/or **Long-Term Paid Leave**<br>**Paid Short-term Leave:** Nov. 1 and Nov. 4, 2024 (2 days)<br>**Paid Long-term Leave:** Nov. 5 – Dec. 31, 2024 (8 weeks)<br>**Unpaid Period:** Jan 1, 2025 – Jan. 3, 2025 (no active appointment)<br>*Long Term leave is exhausted for the academic year for GSR/ASE positions. |
| What documentation is needed? | Leave Specialist will provide the Leave Cover Letter, Leave of Absence (LOA) form, and Certification of Healthcare Provider for Employee's Serious Health Condition Form. |



# Parental Leave/Baby Bonding

John is a Teaching Assistant (TA) appointed for the Fall Quarter (October 1, 2025 – December 31, 2025) at 50% FTE. On November 10, 2025, John notifies the department that he is expecting a child and would like to begin baby bonding leave starting December 1, 2025 (expected due date).

John also shares that he will be transitioning into a Graduate Student Researcher (GSR) appointment for Winter Quarter starting January 1, 2026 -March 31,2026.

Questions:

- Is John eligible for paid baby bonding leave during the Fall quarter?
- How much of the 8-week baby bonding leave can he use in Fall?
- What documentation and steps are required from the department Leave Specialist?

# Parental Leave/Baby Bonding

| Questions | Answer |
|---|---|
| Is John eligible for leave during the Fall quarter? | Yes, Parental Leave/Baby Bonding is a qualifying event. TA appointed for the Fall Quarter (October 1, 2025 – December 31, 2025) at 50% FTE. Requesting leave to begin December 1st.<br>• **Short-Term Paid Leave**: Up to 2 paid days per quarter.<br>• **Long-Term Paid Leave**: Up to 8 weeks of paid leave per academic year for parental bonding. |
| How much of the long term leave can he take in the fall? | • John requests to use long-term paid leave for Fall Quarter **from December 1 through December 31** for his TA appointment (approx. 4 weeks).<br>• On January 1st with the GSR appointment for Winter Quarter, John decides to continue baby bonding to exhaust the remaining 4 weeks of long-term paid leave.<br>**Long-Term Leave:** January 2 and January 30, 2026 (4 weeks)<br>*Long Term leave is exhausted for GSR/ASE appointments for the academic year but the short term leave of 2 days per quarter will be available. |
| What documentation and steps are required from the department Leave Specialist? | • Leave Administer will provide the **Leave Cover Letter, Leave of Absence (LOA) form, and Declaration of Relationship Form.**<br>• Review documents and/or certification for compliance. In consultation with the supervisor or designated approver, make and issue the final leave determination within **five (5) business days**.<br>• Notify the employee/supervisor and submit the approved leave through **ServiceLink**.<br>• Ensure John's timesheets reflect paid leave for the month of December with the correct TARS earn code.<br>• Coordinate with the Winter GSR hiring unit to ensure the continuation of paid leave in January. |

# Family Care

Todd is a GSR appointed at 50% FTE for the Winter Quarter (January 1, 2025 to March 31, 2025). In mid-February, Todd informs his supervisor (PI) that he needs to take time off to care for his ill parent starting February 24, 2025 through April 11, 2025 (7 weeks). Todd will have a GSR appointment in Spring Quarter (April 1, 2025 to June 30, 2025).

Todd's supervisor is supportive and asks the department what types of leave Todd is eligible for and how to process the request.

Questions:

- Can Todd take paid time off to care for a family member?
- Does Todd need supervisor (PI) approval to take this leave?
- What documentation and steps are required from the department?



# Family Care

| Questions | Answer |
|---|---|
| Can Todd take paid time off to care for a family member? | Yes, to care for a family member with a serious health condition is a qualifying event.<br>• Short-Term Leave (up to 2 days per quarter)<br>• Long-Term Leave (up to 8 weeks per academic year)<br>• Todd can use 2 days of short term leave and/or Long-Term paid leave from February 24, 2025 through April 11, 2025 (7 weeks on leave) for Winter and Spring Quarter**.** |
| Does Todd need supervisor (PI) approval to take this leave? | • Supervisor should not unreasonably deny contractually entitled short-term or long-term paid leave.<br>• Supervisor may choose not to approve requested leave due to operational business needs if Todd have used all his entitlement for the academic year and is requesting unpaid leave. |
| What documentation and steps are required from the department? | • Leave Administer will provide the **Leave Cover Letter**, **Leave of Absence (LOA) form**, **Declaration of Relationship Form** and **Certification of Health Care Provider for Family Member's Serious Medical Condition**.<br>• Review documents and/or certification for compliance. In consultation with the supervisor or designated approver, make and issue the final leave determination within **five (5) business days**.<br>• Notify the employee/supervisor and submit the approved leave through **ServiceLink**.<br>• Confirm Todd's timesheets reflect leave with appropriate TARS Code. |



# Pregnancy Disability

Maria is a TA (50% FTE) appointed for Fall Quarter (October 1 – December 31). She informs her department on October 15, 2025 that she is pregnant and her doctor recommends she begin leave due to pregnancy-related complications starting November 1, 2025. Her estimated due date is December 15, 2025. Maria does not have a Winter ASE appointment.

Questions:

- What type(s) of leave is Maria eligible for as an ASE?
- Can Maria continue receiving paid leave after her TA appointment ends?
- What steps should the Leave Specialist take?

# Pregnancy Disability

| Questions | Answer |
|---|---|
| What type(s) of leave is Maria eligible for as an ASE? | • Pregnancy Disability Leave (PDL) up to four (4) months of unpaid leave in a 12-month period. May be supplemented/run concurrently with short-term (2 days per quarter) and long-term (Up to 8 weeks per academic year) paid leave.<br>**Fall Quarter: Long-Term Paid Leave (Pregnancy Disability):** November 1, 2025 – December 26, 2025 (8 weeks)<br>**Short- Term Paid Leave**– December 30, 2025 (1 day) |
| Can Maria continue receiving paid leave after her TA appointment ends? | • Maria's appointment and leave ends on December 31, 2025. Maria does not have a Winter ASE appointment to continue leave.<br>• Maria has exhausted long term paid leave for the academic year for GSR/ASE appointments.<br>• Short term paid leave of 2 days per quarter will be available. |
| What steps should the Leave Specialist take? | • Leave Administer will provide the **Leave Cover Letter**, **Leave of Absence (LOA) form**, **Certification of Health Care Provider for Pregnancy Disability Leave** and **California Pregnancy Disability Leave Poster**.<br>• Review documents and/or certification for compliance. In consultation with the supervisor or designated approver, make and issue the final leave determination within **five (5) business days**.<br>• Notify the employee/supervisor and submit the approved leave through **ServiceLink**. Ensure timesheets reflect leave with appropriate TARS Code |

# TARS Code

## Leave with Pay

The below leaves are available for eligible ASEs

| Leave | Description | TARS Leave Code |
|---|---|---|
| Bereavement Leave | Bereavement Leave is due to the death of a family member | BRVASE |
| Jury Duty | Jury Duty leave when summoned for jury duty service | JDSASE |
| Military Leave | ASE who are called to active military service | MILASE |
| PREGNANCY LEAVE - ASE | PREGNANCY LEAVE | PDLASE |
| Short Term Leave - Self Illness – Disability | Short term leave for an employee's self-illness or disability | STLSLFDISABILA |
| Short Term Leave - Child Birth, Adopt, Care of child | Short Term leave for the birth of a child, adoption and/or care of a child | STLCHLDA |
| Short Term Leave - Family Emergency | Short Term Leave for Family Emergency | STLFAMEMGNCYA |
| Short Term Leave - Immigration/Citizenship appointments hearings | Short Term Leave - Immigration/Citizenship appointments hearings | STLIMMIGCITZNA |
| Short Term Leave - Additional - Explanation needed in comments | Short Term Leave - Additional - Explanation needed in comments | STLADDTLA |
| Long Term leave - Self Serious Health | Long Term leave - Self Serious Health | LTLSLFHEALTHA |
| Long Term leave - FAM Serious Health | Long Term leave - Serious Health condition for a family member | LTLFAMHEALTHA |
| Long Term leave - Parental Bond | Long Term leave - Parental Bonding | LTLPARNTLBONA |
| Long Term leave - Child Birth, Adopt, Care of child | Long Term leave for the birth of a child, adoption and/or care of a child | LTLCHLDA |
| Long Term Leave - Additional - Explanation needed in comments | Long Term Leave - Additional - Explanation needed in comments | LTLADDTLA |
| Other – Explanation needed in comments | Other – Explanation needed in comments | OTHERLWPASE |



[TARS Job Aid for ASEs and GSRs]

[TARS Job Aid for Supervisors]

# Resources

- **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
- Bargaining units, contracts and local agreements | Ucnet
- FAQs for Implementation of New Labor Contracts: https://graduate.ucr.edu/updates
- 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
- Questions: cpsu@engr.ucr.edu


Questions