

POSTDOCTORAL SCHOLAR LEAVE MATRIX

Leave Name	Description	Notice	Documentation	Pay Status	Substitute Sick	Substitute Personal	Maximum Duration (calendar year)
Family Care/Medical Leave ¹	Leave for the purpose of: <ul style="list-style-type: none"> own serious health condition; family member² with a serious health condition (family illness leave); bond with a newborn child or a child newly placed for adoption or foster care (parental leave) 	30 calendar days if foreseeable; min. 5 calendar days after learning of need for leave	University may require (in writing) written certification from a health care provider	Unpaid	shall use banked sick time for their own serious health condition in accordance with the University's disability plan requirements ³ ; may use banked sick time for family illness leave;	may use banked personal time for own serious health condition sick time <i>is exhausted</i> ; may use banked personal time for family illness leave; shall use banked personal time before taking unpaid leave for parental leave	12 workweeks
Pregnancy Disability Leave	Leave due to disability because of pregnancy, childbirth, or related medical conditions	n/a	University may require (in writing) written certification from a health care provider	Unpaid	shall use banked sick time in accordance with the University's disability plan requirements ³	may use banked personal time <i>once</i> sick time <i>is exhausted</i> ⁴	4 months
Personal Leave of Absence ⁵	Leave for the purpose of: <ul style="list-style-type: none"> own serious health condition; family member with a serious health condition⁶; bond with a newborn child or a child newly placed for adoption or foster care 	Must be requested and approved in advance, when practicable	University may require proof of the need for such leave	Unpaid	may use banked sick time for care for a family member; shall use banked sick time for their own serious health condition in accordance with the University's disability plan requirements ⁷	may use banked personal time to care for a family member; may use banked personal time off to bond with a newborn or newly placed child	12 workweeks for own serious health conditions or that of a family member Up to one year to bond with a newborn child or a

¹ These leaves are only available to those Postdoctoral Scholars eligible under FMLA and/or CFRA.

² The term family member includes: biological, adopted, or foster child, stepchild or legal ward under 18, a child for whom they stand in loco parentis, an adult incapable of self care because of mental or physical disability, a biological, foster or adoptive parent, stepparent or legal guardian, and individual who stood in loco parentis, spouse, same or opposite sex domestic partner

³ Postdoctoral Scholars receiving temporary disability must use sick leave during the waiting period, in accordance with the temporary disability plan

⁴ Postdoctoral Scholars are eligible to receive Short Term disability coverage during Pregnancy Disability leave. They may choose to use banked personal time following this Short-Term disability benefit.

⁵ Postdoctoral Scholars who do not meet FMLA and/or CFRA eligibility requirement may receive leave for purposes described in the Family Care/Medical Leave section by applying for a Personal Leave of Absence.

⁶ For this section, a serious health condition is an illness, injury, impairment or physical or mental condition which warrants the participation of the Postdoctoral Scholar to provide supervision or care during the period of treatment or incapacity including psychological comfort.

⁷ Postdoctoral Scholars receiving temporary disability must use sick leave during the waiting period, in accordance with the temporary disability plan

Leave Name	Description	Notice	Documentation	Pay Status	Substitute Sick	Substitute Personal	Maximum Duration (calendar year)
Bereavement	Leave due to the death of a family member ⁹	n/a	n/a	Unpaid	may use banked sick time	may use banked personal time	Up to 5 work days
Jury Duty	Leave to attend jury duty	Leave must be requested prior to the date(s) on which such service is expected	University may require verification of summons	Paid	n/a	n/a	n/a
Military Leave	Leave for those called to active U.S. Military status	advance verbal or written notice of the leave except when such notice is precluded by military necessity	University may require verification of an employee's military orders	Paid ¹⁰	n/a	n/a	n/a
Military Caregiver Leave ¹¹	Leave to care for a family member ¹² who is a "covered service member" ¹³	At least 30 days advance notice. If 30 days is not practicable, notice shall be given as soon as practicable. Failure to comply with this notice requirement may result in postponement of	University may require certification evidencing all eligibility requirements for Military Caregiver Leave as well as an estimate of the leave needed to provide the care	Unpaid	may use banked sick time	shall use banked personal time	26 workweeks

⁸ A FMLA and/or CFRA eligible Postdoctoral Scholar who is taking Parental Leave as described in the Family Care/Medical Leave section shall have up to 12 weeks of parental leave run concurrently with any Personal Leave to bond with a newborn child or child newly placed for adoption or foster care in this section they elect to take.

⁹ For this section, a family member (including step-family member) is defined as one's mother, father, sister, brother, parent-in-law, spouse, domestic partner, parent of domestic partner, grandparent, grandchild, child, son, daughter-in-law, adopted or foster child (including children of a domestic partner or legal ward who is under 18 years). Parent includes a biological, foster or adoptive parent, step-parent or legal guardian, or an individual who stood in loco parentis while the postdoctoral scholar was a child.

¹⁰ Pay is for 30 calendar days while engaged in the performance of military duty provided the Postdoc has been in the service of the University a full year prior to the commencement of military leave

¹¹ An additional type of Family Care/Medical Leave available to FMLA and/or CFRA eligible Postdoctoral scholars

¹² For this section, a family member is a spouse, domestic partner, son, daughter, parent or next-of-kin

¹³ A "covered service member" is a current member of the regular United States Armed Forces, the Reserves or the National Guard who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on the temporary disability list for a serious injury or illness uncured in the line of duty on active duty.

Leave Name	Description	Notice	Documentation	Pay Status	Substitute Sick	Substitute Personal	Maximum Duration (calendar year)
Qualifying Exigency Leave ¹⁴	A Postdoctoral Scholar who is the spouse, domestic partner, son, daughter, or parent ¹⁵ of a “covered military member” ¹⁶ may take leave to attend to any “qualifying exigency” ¹⁷ while the covered military member is on active military duty or has been notified of an impending call or order to active military duty in the Armed Forces	As soon as practicable	University may require a copy of covered military member’s active duty orders. University may also require certification of the reasons for requesting the qualified exigency leave, the beginning and end dates of the leave, and other relevant information	Unpaid	n/a	shall use banked personal time	12 workweeks during a calendar year
Military Spouse Domestic Partner Leave	Leave for a Postdoctoral Scholar who is a spouse or domestic partner of a “covered servicemember” of the Armed Forces, National Guard, or Reserves during a “qualified leave period” ¹⁸	Within two business days of receiving official notice that the qualified member will be on leave from deployment	University may require documentation certifying that the qualified member will be on leave from deployment during the time that leave is being requested by the Postdoctoral Scholar	Unpaid	n/a	shall use banked personal time	10 days

¹⁴ An additional type of Family Care/Medical Leave available to FMLA and/or CFRA eligible Postdoctoral scholars

¹⁵ [See contract language in Article 12 subsection J1](#)

¹⁶ [See contract language in Article 12 subsection J1](#)

¹⁷ [See contract language in Article 12 subsection J1](#)

¹⁸ [See contract language in Article 12 subsection II](#)