



Leave Policy & Childcare Programs for Academic Student Employees (ASEs)

Implementation Training



Leaves

- Article 17 in ASE contract
- Medical & Family-Related
 - Short Term
 - Long Term (childbearing & FML-qualifying)
- Bereavement Leave
- Military leave
- Jury duty leave
- Other leaves - granted at University discretion

Short Term Leaves

- Two (2) paid days per quarter for salaried ASEs appointed at 50% (prorated for appointment less than 50%):
 - Personal illness or disability
 - Care of a child/family member
 - Family emergencies
- Leave does not carry over
- Hourly ASEs (Readers & Tutors) get unpaid leave.
- If foreseeable, request 1 day in advance
- Requires supervisory approval
- Department responsible for funding and tracking





Long-term Leaves

- 2 types:
 - Childbearing
 - Other leave including medical leave for own illness, care for family member who is ill (as defined by FML), and care and bonding with ASE's newborn or adopted child.
- Only **salaried** ASEs are eligible for paid long-term leaves
- Maximum long-term leave(s) **per academic year** for an ASE is 4 weeks.
- Formal Request Process
- Department responsible for funding, tracking and record keeping

Long Term-CHILDBEARING

- Up to four (4) weeks per academic year
- Request must be made at least 30 days in advance
- Leave does not continue past the end date of the ASE's appointment.
- Department responsible for funding and any additional coverage due to leave



Long-Term Medical or Family Leaves

- Two (2) weeks per academic year
 - Must be for ASE or family member's serious health condition
 - May be used for baby bonding
 - Department bears cost and obligation to track



Family Members

- Mother
- Father
- Sister
- Brother
- Spouse
- Parent-in-law
- Domestic Partner
- Parent of Partner
- Grandparent
- Grandchild
- Child
- Step or Foster Children





Request for Leave

- Short Term – as soon as known, but no later than one day in advance, if possible.
- Long Term – 30 days in advance if possible
 - complete ASE Leave Request form and FML Medical Certification Form
 - Chair must sign
 - Departments keep paperwork, separate from personnel file

Formal Request Process for Long-Term Leaves

- Letter to ASE acknowledging leave request and require the following documentation:

- ASE Leave Request Form

<http://hr.ucr.edu/asedocs/ASELeaveReq.doc>

- FML Medical Certification

<http://www.humanresources.ucr.edu/Forms/FMLMedCert.doc>

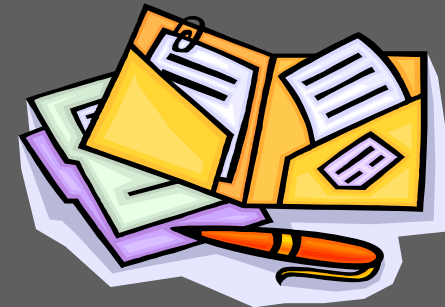
- FML Declaration of Relationship Form

<http://www.humanresources.ucr.edu/Forms/FMLDeclarOfRelation.doc>

- FML Return To Work Certificate*

<http://www.humanresources.ucr.edu/Forms/FMLRetToWorkCert.doc>

*provide only if leave is for ASE's own illness or for childbearing



Leave Request Example 1 – Childbearing Leave

1. ASE expected date of delivery for her child is 10/1/08. She requested childbearing leave in July for fall quarter 2008. Specifically, her OB indicated that she should be off work starting 9/17/08 and her anticipated return to work date is 10/30/08. Fall quarter starts on 9/22/08.
 - How much paid leave is she entitled to?
 - What documentation should the department require her to provide?

Leave Request Example 1 – Childbearing Leave (cont'd)

- She is entitled to 4 weeks of paid leave for **service period** starting 9/22/08 through 10/17/08.
- However, in PPS, she will be paid from 10/1/08 through 10/29/08. With her return date of 10/30/08, she will not have any pay interruption.
- At the time of the leave request, she should be asked to submit an "ASE Leave Request" form and a "FML Medical Certification" form.
- When she is ready to return to work, she is required to submit a "Return to Work Certification" form.

Leave Request Example 2 – Short-term Leave & Parental Leave



- An ASE informs the department that his partner will be having their baby on 10/10/08 by C-section. He is requesting a short-term leave to tend to her on 10/13 and 10/14. In addition, he plans to request a 2-week parental leave on 12/1 through 12/12/08.
 - How much paid leave is he entitled to?
 - What documentation should the department require him to provide?

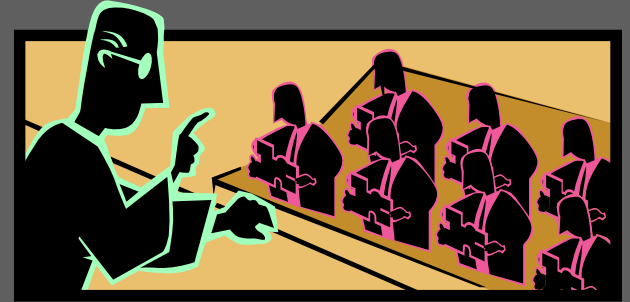
Leave Request Example 2 – Short-term Leave & Parental Leave (cont'd)

- He is entitled to a 2-day short-term paid leave on 10/13 and 10/14.
- In addition, he is also entitled to 2 weeks of paid leave starting 12/1 through 12/12/08 for parental leave.
- At the time of the leave request, he should be asked to submit an "ASE Leave Request" form and a "FML Declaration of Relationship" form.

Bereavement Leave

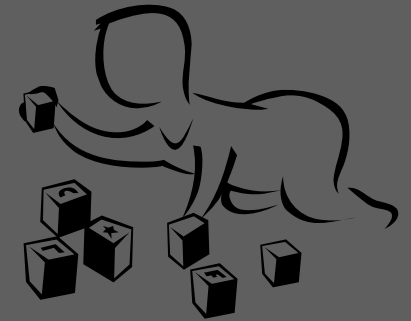
- 3 days paid leave per occurrence for Salaried ASEs appointed at 50% (prorated based on appt %)
- Covers days the ASE is scheduled to work. Example: if an ASE is scheduled to teach M/W/F, s/he could be entitled to be paid for an entire week for bereavement leave.
- Department has discretion to extend as either paid[‡] or unpaid leave in special circumstances.
 - [‡] Beware that once the department extend a paid leave beyond the contract requirement, it is setting a precedent.

Jury Duty Leave



- Jury leave is with pay
- Verification of actual service must be provided
- Pay will not continue beyond appointment end date
- Students can postpone jury service during the academic year; however, if they do not and they are ASEs, it is considered paid leave time.

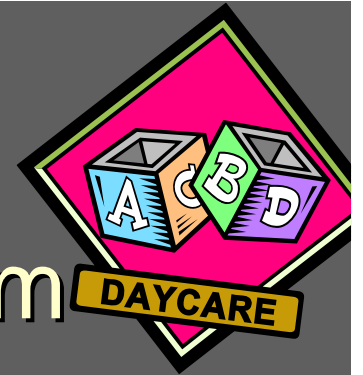
Child Care Benefits



- Article 4 in ASE Contract
- Childcare Reimbursement Program, effective 7/1/2008 – Only applicable for ASEs appointed during the Academic Year; so implementation date is 1st day of Fall quarter 2008.
- Dep Care Participation, effective 1/1/2009 – Similar to the staff/faculty Dep Care program, this will most likely be administered by third-party vendor selected by UCOP.



Childcare Reimbursement Program



- 10/1/08 - \$300 per quarter for an ASE who is a registered student with a minimum 25% appointment(s) and qualified dependents. If the parents of the same qualified dependent are both ASEs, then both ASEs can submit reimbursement request up to \$300 per ASE.
- Reimbursement for a licensed facility
How to verify if a child care facility is licensed by the state? Go to:
http://www.ccld.ca.gov/docs/ccld_search/ccld_arch.aspx
- Qualified Dependents: Non-school age children in the custody of the ASEs



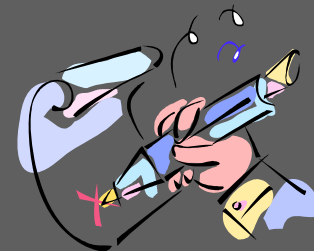



Reimbursement Process

- **How:** ASEs must submit a completed “Graduate Student Child Care Reimbursement Form” (UBEN254) http://atyourservice.ucop.edu/forms_pubs/forms_worksheets/uben254.pdf
- **When:** during the quarter (and no later than the end of term following) in which ASE has an active appointment and incurs and reached the maximum childcare expense per quarter
- **To Whom:** Department
- **Who pays for this:** Department

Special Rules for Childcare Reimbursement

- **No double-dipping:** two ASEs may not submit a claim for the same service provided for an eligible child unless the total child care cost exceeds \$300 per quarter.
- Childcare reimbursement will be treated as taxable income for ASEs. **Withholding rates: 25%-Federal; 6%-state.**
- Effective 1/1/2009, receipts for childcare cannot be submitted for the childcare reimbursement program and Dep Care reimbursement. **Honor system: On UBEN254 ASEs will certify they have not submitted the same receipt for reimbursement from any other source.**





Payroll Processing & Record Keeping for Childcare Reimbursement

- Reimbursement should be processed as:
 - One-time payment using “EDFT” or UPAY 564 form
 - Use DOS code “BXC”
 - Payment needs to be distributed in the same form, i.e., direct-deposit or paper check, as the ASE’s paycheck.
 - Department is responsible to track reimbursement and maintain childcare reimbursement paperwork in ASE payroll files.



ASE/GSR Dependent Care Flexible Spending Account Program

- Same program offered to faculty and staff through Conexus.
- Eligibility: Any ASE or GSR who has an appointment type with at least a 43.75% appointment
- Enrollment: To enroll, a UPAY919 enrollment form must be completed and submitted to the Benefits Office.

When May Enrollment Occur?

- ASE/GSR may enroll during their period of initial eligibility (PIE) or when they have a change in family or employment status (see SPD for details). For example, if they are appointed for winter term, their PIE will be from January 1 through January 31.



What is Effective Date?

- The effective date is the first day of the month following enrollment, subject to payroll deadlines.





Termination Date

- When the ASE/GRS's appointment ends, participation ends at the end of the pay period in which the last DepCare FSA contribution is deducted from their paycheck. For example, if the appointment ends March 31, the April 1st paycheck is the last paycheck and participation ends April 30.



Web Resources

■ ASE Childcare Reimbursement Program:

- UCR Guidelines: <http://hr.ucr.edu/?content=aseleave.html>
- Reimbursement Request form & Employee Q&A: http://atyourservice.ucop.edu/forms_pubs/subject/ase_child.html

■ ASE Dep Care Program:

http://atyourservice.ucop.edu/employees/health_welfare/depcare_hcra/ase/resources.html

• ASE Labor Contract

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academics_tudentemployees_bx/contract_articles/complete_contract.html

Who to Contact



Labor Relations

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Benefits Office

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