



# Graduate Student Employee Leave Chart

For Graduate Students appointed in an ASE title ( , Reader, Tutor) and

NON-MEDICAL LEAVES		
LEAVE TYPE AND DURATION	REQUEST PROCESS	PAY STATUS
<p><b>BEREAVEMENT</b></p> <p>Leave due to death of a family member<sup>vi</sup></p>	<p>The ASE/GSR submits a written request for leave/extension of leave to their Supervisor in a timely manner, <b>but no less than 1 working day in advance of the anticipated leave date</b>, unless the leave is for an unanticipated personal/family illness or bereavement.</p> <p>The written request must contain the reason for the leave, the expected duration, and any supporting documentation as appropriate to the leave type.</p>	<p>Salaried ASE/GSRs are eligible for up to three scheduled workdays paid per occurrence; the hiring department may choose to extend bereavement leave at their discretion.</p> <p>Hourly ASEs/GSRs are eligible for up to three days per occurrence.</p>
<p><b>MILITARY</b></p> <p>Leave for ASEs/GSRs who are called to <b>active</b> US Military Service</p>		<p>ASEs/GSRs who have completed 12 months of University service immediately prior to military leave are eligible for 30 days of paid leave in any one fiscal year.<sup>vii</sup></p>
<p><b>OTHER LEAVES</b></p> <p>Such leaves include but are not limited to:</p> <ul style="list-style-type: none"> <li>Attendance at professional meetings</li> <li>Providing services to Govt. Agencies</li> </ul>		<p>Paid or Unpaid – at the discretion of the hiring department or if required by applicable law.</p>
<p><b>JURY DUTY</b></p> <p>Leave for required jury duty service</p>	<p>The ASE/GSR notifies their Supervisor of jury duty service in advance of the service date. Proof of Appearance for Jury Service issued by the Court should be provided to the department.</p>	<p>Eligible for paid Jury Duty leave with the submission of proof of jury service.</p>
<p><b>COVID-19 RELATED LEAVE</b></p> <p>Leave due to ASE/GSRs COVID-19 related or family member's COVID-19 related illness.</p> <ul style="list-style-type: none"> <li>UC Expanded Paid Administrative Leave (EPAL): 3 criterions of qualifying reason for use – unable to work or telework.</li> <li>2021 Emergency Paid Sick Leave (EPSL)</li> </ul>	<p>The ASE/GSR submits the <a href="#">EPAL or EPSL request form</a> for COVID-19 related leave/extension of leave to their Supervisor in a timely manner, <b>recommended at minimum of 30 calendar days in advance of the anticipated begin date</b> or as soon as possible, if the leave is unforeseeable.</p> <p>Leave approval and administration is delegated to the dean's office/ or may be delegated further.</p>	<p>UC Expanded Paid Administrative Leave (EPAL)</p> <ul style="list-style-type: none"> <li>March 1, 2020 - June 30, 2021</li> </ul> <p>2021 Emergency Paid Sick Leave (EPSL)</p> <ul style="list-style-type: none"> <li>March 29, 2021 - September 30, 2021</li> </ul>

# Graduate Student Employee Leave Chart

For Graduate Students appointed in an ASE title (GSI, AI-GS, Reader, Tutor) and GSRs

*Note: All leaves are not to exceed the ASE/GSR appointment end date. Paid leaves are charged to the ASE/GSR's appointment funding source.*

- <sup>i</sup> Defined as one's mother, father, sister, brother, parent-in-law, spouse, domestic partner, parent of domestic partner, grandparent, grandchild, child, step or foster child (including children of domestic partner)
- <sup>ii</sup> 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. If a substitute ASE/GSR is required to cover duties of the student on childbirth leave, the replacement's salary may be eligible to be funded by the Childbirth Accommodation Fund. Please see the Graduate Division's website for more details, <https://grad.berkeley.edu/financial/families/>.
- <sup>iii</sup> Defined by FMLA as "a serious health condition that makes the employee unable to perform the essential functions of his or her job"
- <sup>iv</sup> To care for and bond with a newborn child or a child placed with the ASE/GSR for adoption or foster care. Leave shall be taken within twelve months of the birth or placement of the child with the ASE/GSR.
- <sup>v</sup> Defined as one's mother, father, sister, brother, parent-in-law, spouse, domestic partner, parent of domestic partner, grandparent, grandchild, child, step or foster child (including children of domestic partner)
- <sup>v</sup> 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
- <sup>v</sup> Defined by FMLA as "a serious health condition that makes the employee unable to perform the essential functions of his or her job"
- <sup>v</sup> To care for and bond with a newborn child or a child placed with the ASE/GSR for adoption or foster care. Leave shall be taken within twelve months of the birth or placement of the child with the ASE/GSR.
- <sup>v</sup> Per the [California Pregnancy Disability Leave Laws](#)
- <sup>vi</sup> Defined as one's mother, father, sister, brother, parent-in-law, spouse, domestic partner, parent of domestic partner, grandparent, grandchild, child, step or foster child (including children of domestic partner)
- <sup>vii</sup> See Local PPS Policy 45 Military Leave - <http://policy.ucop.edu/doc/4010406/PPSM-2-210>