# Graduate Student Employee Leave Chart

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

## MEDICAL and FAMILY-RELATED LEAVES

<table>
<thead>
<tr>
<th>LEAVE TYPE</th>
<th>REQUEST PROCESS</th>
<th>PAY STATUS and DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHORT-TERM LEAVE</td>
<td>The ASE/GSR submits a written request for leave/extension of leave to their Supervisor in a timely manner <em>(no less than 1 working day in advance of the anticipated leave date)</em>, unless the leave is for an unanticipated personal/family illness or bereavement. The written request must contain the reason for the leave, the expected duration, and any supporting documentation as appropriate to the leave type. Leave approval and administration is at the department level.</td>
<td>Salaried ASE’s (GSI, AI-GS) and GSRs appointed at 50% for the academic semester are eligible for 3 days of paid short term leave. Additional time off is unpaid. Hourly ASE’s (Readers and Remedial Tutors) and GSRs are eligible for unpaid short term leave.</td>
</tr>
</tbody>
</table>
| LONG-TERM LEAVE | ▪ The ASE/GSR:  
  a) Notifies their Supervisor at a minimum of 30 calendar days in advance of the anticipated begin date or as soon as possible, if the leave is unforeseeable.  
b) Submits a completed ASE and GSR Leave Request Form to their hiring department.  
c) Returns any required Medical/PDLL documentation paperwork provided by the Leave Administrator:  
  ▪ Certification of Health Care Provider for Employee’s Pregnancy Disability (PDLL)  
    • For pregnancy, child birth or related medical conditions prior to, during and after childbirth  
  ▪ Certification of Healthcare Provider for Employee’s Serious Health Condition:  
    • For the ASE’s own serious health condition  
  ▪ Declaration of Relationship:  
    • For the care of a family member  
    • To care for newborn/placed adoptive or foster child (Parental Leave)  
  ▪ The Hiring Department will route the Leave Request Form to Dean’s Office/VCR for review, if applicable.  
  ▪ Dean’s Office/VCR:  
    a) Reviews the leave request, and notifies Hiring Dept  
    b) Hiring Dept notifies the employee, Graduate Advisors and Grad Division of the approved leave, as applicable  
    c) Dept submits leave request to BRS for entry into UCPath. Leave approval and administration is delegated to the dean’s office/ or may be delegated further. | Salaried ASE/GSRs are eligible for:  
  ▪ Up to 6 weeks of paid leave for Category 1  
  ▪ Up to 4 weeks of paid leave for Category 2  
  ▪ Up to 2 additional weeks unpaid leave for baby bonding/ personal medical illness  
  Not to exceed a total of 6 weeks of paid leave (categories 1 and 2 combined) during the academic year –including summer. |
| PREGNANCY DISABILITY (PDLL) | For the purpose of:  
  ▪ Pregnancy and/or reasonable accommodation for pregnancy disability, childbirth, and related medical conditions.*  
  ▪ Certification of Health Care Provider for Employee’s Pregnancy Disability (PDLL)  
    • For pregnancy, child birth or related medical conditions prior to, during and after childbirth  
  ▪ Certification of Healthcare Provider for Employee’s Serious Health Condition:  
    • For the ASE’s own serious health condition  
  ▪ Declaration of Relationship:  
    • For the care of a family member  
    • To care for newborn/placed adoptive or foster child (Parental Leave)  
  ▪ The Hiring Department will route the Leave Request Form to Dean’s Office/VCR for review, if applicable.  
  ▪ Dean’s Office/VCR:  
    a) Reviews the leave request, and notifies Hiring Dept  
    b) Hiring Dept notifies the employee, Graduate Advisors and Grad Division of the approved leave, as applicable  
    c) Dept submits leave request to BRS for entry into UCPath. Leave approval and administration is delegated to the dean’s office/ or may be delegated further. | Eligible for up to 4 months of unpaid. Pregnancy Disability leave in a 12 month period. University sponsored health insurance will continue for the duration of the approved leave. |

*Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) will also be applied if eligibility criteria are met. Additional information will be provided to the employee when these leave designations are applicable.

For Additional Information, See Article 17-Leaves of the ASE BX Contract

Last Updated On: 05/2021
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## NON-MEDICAL LEAVES

<table>
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<tr>
<th>LEAVE TYPE AND DURATION</th>
<th>REQUEST PROCESS</th>
<th>PAY STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEREAVEMENT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leave due to death of a family member</td>
<td>The ASE/GSR submits a written request for leave/extension of leave to their Supervisor in a timely manner, <strong>but no less than 1 working day in advance of the anticipated leave date</strong>, unless the leave is for an unanticipated personal/family illness or bereavement.</td>
<td>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.</td>
</tr>
</tbody>
</table>

| **MILITARY**            |                 |            |
| Leave for ASEs/GSRs who are called to **active** US Military Service | The written request must contain the reason for the leave, the expected duration, and any supporting documentation as appropriate to the leave type. | 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. |

| **OTHER LEAVES**        |                 |            |
| Such leaves include but are not limited to: | | Paid or Unpaid – at the discretion of the hiring department or if required by applicable law. |
| • Attendance at professional meetings | | |
| • Providing services to Govt. Agencies | | |

| **JURY DUTY**           |                 |            |
| Leave for required jury duty service | 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. | Eligible for paid Jury Duty leave with the submission of proof of jury service. |

| **COVID-19 RELATED LEAVE** |                 |            |
| Leave due to ASE/GSRs COVID-19 related or family member’s COV 19 related illness. | The ASE/GSR submits the **EPAL or EPSL request form** for COVID-19 related leave/extension of leave to their Supervisor in a timely manner, **recommended at minimum of 30 calendar days in advance of the anticipated begin date** or as soon as possible, if the leave is unforeseeable. Leave approval and administration is delegated to the dean's office/ or may be delegated further. | UC Expanded Paid Administrative Leave (EPAL)  
• March 1, 2020 - June 30, 2021  
2021 Emergency Paid Sick Leave (EPSL)  
• March 29, 2021 - September 30, 2021 |

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For Additional Information, See Article 17-Leaves of the ASE BX Contract

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.

1. 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)
2. 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/.
3. Defined by FMLA as “a serious health condition that makes the employee unable to perform the essential functions of his or her job”
4. 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.
5. 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)
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
7. Defined by FMLA as “a serious health condition that makes the employee unable to perform the essential functions of his or her job”
8. 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.
9. Per the California Pregnancy Disability Leave Laws
10. 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)

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