

PPS action for Academic Student Employee (ASE) leaves

Leave	Paid	Eligible Employees	Title Code	Period	Payroll Action – Update ELVE screen in PPS		Absence slip/ Paperwork	Reporting to Union
					LOA Action Code	LOA Type Code		
Long-Term Family-Related Leave (Childbearing)	Yes	TAs and Associates	2310 1506	Up to 4 weeks/academic year (additional two weeks leave may be covered under the UCSD Childbirth Accommodation Policy)	7 (Leave w/pay)	4 (pregnancy)	Absence slip required (Complete the UCSD Childbirth Accommodation Petition if requesting additional two weeks leave)	OGS will report to union based on LOA information in PPS
Long-Term Family-Related Leave (Other Leave)	Yes			2 weeks/academic year	7 (Leave w/pay)	16 (Family and medical leave w/pay)	Absence slip required	
Short-Term (Family/Medical)	Yes	TAs and Associates	2310 1506	50% appt - 2 days/qtr 25% appt - 1 day/qtr	N/A	N/A	Absence slip required	Hiring dept will track/report
Short-Term (Family/Medical)	No			Beyond paid leave - will not exceed appt. end date	N/A	N/A	Absence slip required	
Bereavement	Yes (1 st 3 days only)			Up to 3 days/qtr paid leave - additional leave unpaid	N/A	N/A	Absence slip required	
Bereavement	No	Readers and Tutors	2850 2860 2500 2510	3 days/qtr, per occurrence	N/A	N/A	Absence slip required	Hiring dept will track/report
Military	Yes	All ASEs (TAs, Associates, Readers, and Tutors)	2310 1506 2850 2860 2500 2510	Duration of appointment	7 (Leave w/pay)	11 (Military)	No absence slip required	OGS will report to union based on LOA information in PPS
Jury Duty (students should defer to summer if possible)	Yes			Duration of Appointment	7 (Leave w/pay)	6 (Gov./public service)	Proof of service required	
Other (Included but not limited to government service/attend professional meetings)	Yes/ No			Hiring department's discretion	7 (Leave w/pay) 8 (Leave w/out pay)	99 (Other – as specified in personnel file)	Absence slip required	

OGS/eg 11/08

M:\OGS Financial Support\ASE Benefits\PPS action for ASE leaves