MEMORANDUM

To: Jean-Bernard Minster, Chair  
Academic Senate, San Diego Division  

From: Gary S. Firestein, Chair  
Health Sciences Faculty Rights and Welfare Committee  

Re: Review of APM 700, 710, 711, and 080  

Date: May 5, 2006

The Health Sciences Faculty Rights and Welfare Committee reviewed the Systemwide Academic Personnel Policies related to Absences/Sick Leave, Medical Separation, Leaves of Absence. We generally agree with new policies and revisions. The Committee wishes to make additional comments as noted below:

700-10. **Leaves of Absences. Standards**. The Committee felt that the language in this section was vague. For instance, a defined timeline would be useful for the entire process, including the number of days permitted for each step (how many days after the end of the approved leave before action is taken; how many days of advance notice of separation is required, etc). There was some concern that even a single day of absence after the approved leave could trigger administrative action. Typically, a defined grace period would be allowed before a presumption of resignation is made. The Committee was also concerned with the language related to notification and responses. A “good faith” attempt to notify faculty is primarily identified in the policy as sending a letter to the “address on file”. There should be an effort to document that the faculty member has received notification whenever possible, and the 30 day time period should commence with receipt of notification unless the good faith efforts were unsuccessful. One could envision circumstance in which a faculty member cannot be reached or cannot respond for reasons beyond their control. Some flexibility that allows the time limits to be adjusted and administrative action delayed should be included to allow for this possibility.

710-11. **Paid Sick Leave for Academic Appointees Who Do Not Accrue Sick Leave**. This policy does not involve Health Sciences Faculty, who are specifically excluded because they are covered by the Health Sciences Compensation Plan. This is generally managed by departments in Health Sciences, and defined policies are not always well documented. With regard to APM 710, the main concern was that sufficient flexibility should be built into the policy to permit some discretion in its enforcement. Specifically, the guidelines provided should define the minimum sick leave and that the administration could, under appropriate circumstances, extend the approved duration.