

## Family Friendly Fact Sheet

### Health Sciences Compensation Plan (HSCP) Faculty

#### For Birth and Non-birth Parents

*Please refer to the [Childbearing Leave Fact Sheet](#) or [Childrearing Leave Fact Sheet](#) before considering this leave. Parental leave without pay is often taken in addition to paid childbearing/rearing leave.*

Parental leave without pay is granted to a faculty member who is a member of a UCSF Health Sciences Compensation Plan (HSCP) and has responsibility for the care of a newborn or a child newly placed for adoption or foster care.

During this period, the faculty member is not paid; however, accrued vacation may be used to provide compensation during a parental leave that would otherwise be unpaid.

Parental leave may be combined with Childbearing or Childrearing leave but the aggregate of all leaves may not exceed one year for each birth or placement for adoption or foster care.

#### HOW TO REQUEST PARENTAL LEAVE WITHOUT PAY

It is important for the faculty member to consult with their HR leave specialist as soon as they are aware of the need to take the leave. The leave specialist will provide the faculty member with all the necessary information and required documentation. Faculty members are encouraged to have a discussion with their supervisor and/or department chair for planning purposes.

#### OTHER RELATED FAMILY-FRIENDLY POLICIES TO CONSIDER

- [Active Service-Modified Duties](#)
- [Stop the Clock for Senate Faculty](#)
- [Temporary Reduction in Percentage of Time for Senate Faculty](#)

#### FREQUENTLY ASKED QUESTIONS

##### **What is the difference between HSCP childbearing or childrearing leave benefit and parental leave without pay?**

The HSCP childbearing/rearing leaves are UCSF Health Sciences compensation plan benefits for birth and non-birth parents respectively that compensate you for 12 weeks of leave. Parental leave without pay is an unpaid benefit for both birth and non-birth parents that can be taken after the HSCP childbearing or childrearing leave has been completed and for which vacation accruals may be substituted.

##### **How long of a parental leave without pay can I take?**

You may take up to one year starting from the child's date of birth or the child's date of placement. The amount of time may be reduced by any childbearing or childrearing leave because the total time for all leaves cannot exceed one year.

#### How to reach your HR leave specialist

Visit <https://hr.ucsf.edu/find-rep>

In the "Find Your HR Representative Search" box, enter your last name (or department name) and wait for pre-populated options to appear

Select your name and press enter

Search results will provide a list of your HR contacts, including your leave specialist

### **I want to reduce my effort to part-time to care for my child. Should I take parental leave without pay or request a part-time reduction?**

If your request is made within one year of the birth or placement of a child, your request should be for a part-time parental leave without pay because you may be eligible to substitute accrued vacation for unpaid leave to avoid a reduction in income. After one year, you may be eligible to reduce your effort for family reasons under APM 760-29; however, this will likely result in a reduction in income. Please consult your HR leave specialist to determine the appropriate type of request and required documentation.

### **What if my FMLA period has been completed or I am not FMLA eligible?**

You don't need to be FMLA eligible to take parental leave without pay. As long as you are within one year of the child's date of birth or the date of adoption/foster care placement, you are eligible for a full- or part-time leave.

### **Will my health benefits be covered while I'm out on leave?**

During a leave without pay that extends beyond the time protected by FMLA and CFRA, you may be responsible for paying UC's portion of your benefits premiums in addition to your regular employee contributions.

Your HR leave specialist will work with you to determine the exact dates of eligibility for pay and benefits coverage.

## **LEAVE LAWS AND POLICIES**

It is important to appreciate the distinction between leave status (the time away from the job) and pay status (what compensation, if any, the faculty member may receive while on leave).

- State and Federal laws (e.g. FMLA, CFRA) provide job protections for eligible employees during periods of parental leave but those laws do not provide or guarantee pay.
- UC Policy (APM 760), in many cases, provides benefits that go beyond what is required by the law.

### **Non-birth Parent**

During a period of leave to bond with a child, leave entitlements under the Family Medical and Leave Act (FMLA) and the California Family Rights Act (CFRA) run concurrently. These laws provide an eligible faculty member with up to 12 weeks of job-protected leave per calendar year. While on leave, a faculty member keeps the same paid health benefits they had while working; however neither FMLA nor CFRA provides or guarantees paid leave.

### **Birth Parent**

California Family Rights Act (CFRA): CFRA provides an eligible faculty member up to an additional 12 weeks of job-protected leave within 12 months of the birth, to bond with the child. CFRA begins after the (medically determined) PDL period but may run concurrently with FML. While on leave, a faculty member keeps the same paid health benefits they had while working; however like FML, CFRA does not provide or guarantee pay during the leave.

## **Policies**

**APM 760** Benefits and Privileges- Family Accommodations for Childbearing & Childrearing

**APM 715** Benefits and Privileges- Leaves of Absence/Family and Medical Leave