

**Family Friendly Fact Sheet****Health Sciences Compensation Plan (HSCP) Faculty****For Non-birth Parents**

Childrearing leave is the time a UCSF Health Sciences Compensation Plan (HSCP) faculty member, who is a non-birth parent, is on leave to bond with or care for any child(ren) who becomes a member of the their family through birth, adoption or foster care placement.

**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)<sup>1</sup> provide job protections for eligible employees during periods of childrearing 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.
- The Health Sciences Compensation Plan (HSCP) (APM 670) provides a paid leave benefit to faculty members who are non-birth parents to cover salary during their childrearing leave.

Faculty who are members of the Health Sciences Compensation Plan (HSCP) and who have 50% or more responsibility for taking care of their own child under the age of 18 years are eligible for paid childrearing leave. This also includes care of the child (under the age of 18) of a spouse or domestic partner.

The paid childrearing leave benefit under the HSCP consists of twelve weeks (84 calendar days) at the faculty member's negotiated salary rate (X + Y) prorated for percentage of paid effort at the time of leave (excluding clinical incentives and bonuses). During this period, no duties shall be required by the University. The birth or placement of one or more children at the same time constitutes a single event. This paid leave will run concurrently with FMLA/CFRA.

The paid childrearing leave benefit must be used within 12 months of the child's date of birth or the child's date of adoption or placement. Faculty members should refer to their department's compensation plan and contact their HR leave specialist to discuss documentation requirements and the application of the paid childrearing leave benefit.

If additional leave beyond the 12 weeks of paid childrearing leave is needed or requested, a faculty member may consider the following:

**Continuation of Leave for care of child or spouse/domestic partner:** If the faculty member must remain on leave to care for an ill child or spouse/domestic partner, this time may be designated under FMLA/CFRA (if eligible) or as a personal leave of absence. With regard to pay status, the faculty member may be able to use approved vacation or other paid leave benefits as described in their compensation plan. Faculty should confer with their HR leave specialist for any impact to their benefits.

**Continuation of Leave for non-medical reasons:** A non-birth parent is eligible for full- or part-time parental leave without pay (APM 760-27). At the faculty member's request, accrued vacation shall be substituted for unpaid parental leave. Parental leave cannot exceed 12 months after the date of the child's birth, adoption or placement. Refer to **Parental Leave Fact Sheet** for more information.

Please note that the aggregate duration of all leaves may not exceed one year except where required by law.

<sup>1</sup> See leave laws section of this fact sheet.

## HOW TO REQUEST CHILDREARING LEAVE

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](#)
- [Parental Leave without Pay](#)

## FREQUENTLY ASKED QUESTIONS

### How long of a leave can I take?

Generally, the combination of paid and unpaid leave may be up to one year.

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

During a paid leave or one that is protected by law (e.g. FMLA, CFRA) your benefits will continue and you will only be responsible for your regular employee contribution.

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 contribution.

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

### Does my childrearing leave cover the time I need to arrange for the adoption or placement of my child?

Under FMLA, leave may be taken before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed. For example, you may be entitled to take leave to attend counseling sessions, appear in court, consult with your attorney or the birth parent's representative, submit to a physical examination, or travel to another country to complete an adoption before the actual date of placement. During this time you may use your paid HSCP childrearing leave benefit or vacation to cover your pay if on unpaid parental leave.

### What if I decide that I want to return to work earlier/later?

We understand that things may change while you are on leave. Should you decide that you would like to change your leave plan please consult with your HR leave specialist who will advise you on documentation requirements and impact on pay and benefits.

## LEAVE LAWS

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 provide or guarantee pay during the leave.

### How to reach your HR leave specialist

Visit <https://hr.ucsf.edu/hr.php?function=hrrep>

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

### Policies

**APM 670** Salary Administration- HSCP

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

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