21. Benefits

See Article 17 of the 6/20/14 ASE/UAW contract for full details on leaves: http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx_2010-2013_17_leaves.pdf.

Bereavement Leave

Subject to the provisions of the ASE union contract, the University will grant an ASE’s reasonable request for bereavement leave due to the death of a family member as defined in Section H. The period of bereavement leave shall be up to three (3) days per occurrence. Salaried (sub 0) ASEs shall be granted up to three (3) days pay for bereavement on those days the employee was previously scheduled to work.

Jury Duty

An ASE shall be eligible for a jury duty leave when summoned for required jury duty service. Jury duty leave is leave with pay. Students should be encouraged to defer their jury duty to the summer months, if possible, when classes are not in session so as to not inconvenience the enrolled students. Verification of actual service for jury duty shall be provided by the ASE to the appropriate timekeeper. Pay for jury duty will not continue past the end date of the ASE’s appointment.

Long –Term Medical Leave and Family-Related Leave

Subject to the provisions of the ASE contract, the University will grant a salaried (sub 0) ASE’s reasonable request for long-term leave during the academic year. Whenever possible the leave should be requested at least thirty (30) days in advance. The leaves described below may be combined for a maximum of six (6) weeks of leave during the academic year. The leave cannot be continued beyond the end date of the ASE’s appointment.

1) Paid Leave for Pregnancy Disability, Childbirth and Related Medical Conditions.

A salaried ASE shall be eligible to receive up to six (6) weeks of paid leave for pregnancy, childbirth or related medical conditions for the period prior to, during, and after childbirth. Any paid leave taken under this Section shall run concurrently with any leave taken under Section B, pursuant to California’s Pregnancy Disability Leave Laws. An ASE will be approved for up to two additional weeks of unpaid leave for baby bonding, provided such unpaid leave does not extend beyond the end date of the ASE’s appointment. Unpaid leave may be granted for periods beyond the terms of leaves in this Section D, at the sole discretion of the University.

Under the Graduate Division Childbirth Accommodation policy, Ph.D. and MFA student women who are anticipating childbirth and have GSR, TA or Associate (sub 0) appointments may be excused from employment for a total of 6 weeks without
loss of pay. Students eligible for both the Accommodation Policy and the ASE child bearing leave benefit will use the ASE benefit. The Petition for Childbirth Accommodation form is available at: http://grad.ucsd.edu/financial/student-parents.html

When entering a leave of absence into PPS, use the ELVE screen to enter the appropriate LOA code:

Leave of Absence action code: 7 (with pay)

Type code: 4 (pregnancy disability)

Enter the LOA begin date and the LOA return date.

Note: The cost of a childbearing leave for a Graduate Student Researcher must be paid by the faculty’s grant. Upon request, the Graduate Division will consider offering reimbursement for a GSR substitute for up to 6 weeks.

1) Other Paid Leave
A salaried (sub 0) ASE shall be eligible to receive up to four (4) weeks of paid leave for a serious health condition as defined under the Family Medical Leave Act (FMLA) of the ASE or the ASE’s family member. Additionally, this leave may be used for the care and bonding with an ASE’s newborn or child placed with the ASE for adoption or foster care, provided that the leave is taken within twelve months of the birth or placement of the child with the ASE.

When entering a leave of absence into PPS, use the ELVE screen to enter the appropriate LOA code.

Leave of Absence action code: 16 (4 weeks)

An ASE receiving paid leave for pregnancy disability, childbirth, related medical condition or for illness or injury from any other source within the University will not be eligible to receive leave.

Military Leave

ASEs called to active military service shall be provided leave from their current positions to fulfill their military obligations. Military leave will be paid to the extent required by applicable law.
**Pregnancy Disability Leave**

Under the California Pregnancy Disability Leave Laws, ASEs are entitled to unpaid leave for up to four months per pregnancy and/or reasonable accommodation for pregnancy disability, childbirth, and related medical conditions. Notwithstanding the foregoing, a Pregnancy Disability Leave will not continue beyond the end date of the ASE’s appointment. The University will maintain and pay for health insurance coverage (University-sponsored Student Health Insurance Plans, or other insurance for non-student ASEs, as applicable) for the duration of the leave, not to exceed four months in a 12-month period under the same conditions that coverage would otherwise have been provided by the University if the employee had been in employment continuously for the duration of the leave.

**Short-Term Family-Related Leave**

The University will grant an ASE’s reasonable request for leave of absence of appropriate duration due to:

- a) personal illness and/or disability
- b) birth, adoption, or care of a child or family member as defined in Section H of the ASE union contract
- c) family emergencies

**Paid Medical Leave and Family Leave**

Subject to the provisions of the ASE union contract, students appointed on salaried (sub 0) ASE titles at 50% for an academic quarter are eligible for no more than two (2) paid sick leave days per quarter. For ASEs who are employed other than 50% FTE, the amount of paid leave will be prorated. (e.g. 25% appointment = one (1) day sick leave). The leave does not accrue from quarter to quarter.

Leaves shall be unpaid for non-salaried (sub 2) employees.

The student should complete an absence slip and provide it to the hiring department timekeeper. The department will monitor and provide summary of short-term usage as requested by the Graduate Division and/or Labor Relations.

In the case of the student being simultaneously employed by two or more departments, the student will earn leave from each department based on the percentage of the appointment. For example, a student with two 25% appointments would earn two (2) days per quarter – one (1) day from each department. Two absence slips would need to be completed.
**Vacation**

Students appointed as Teaching Assistants, Associates, Readers and Tutors do not accrue formal vacation.

There is no formal vacation accrual for students appointed as Graduate Student Researchers since their employment may not exceed 49.99% time during the academic year.

**Workers’ Compensation**

A student appointed on an academic title may be eligible for workers’ compensation benefits for qualified injury or accident. Additional information may be obtained from the Workers’ Compensation program, x40136 or x44785.
**Child Care Reimbursement Program**

Effective July 1, 2008, a system-wide child care reimbursement policy was established to reimburse ASEs appointed at 25% time or more who has (a) qualified dependent(s). As of Summer 2014, each ASE shall receive up to $900 per quarter for expenses incurred during the ASE’s appointment period during the academic year and one total payment of $900 for all of summer session. A fact sheet with questions and answers can be found at: http://ucnet.universityofcalifornia.edu/forms/pdf/ase-child-care-reimbursement-program.pdf.

Effective Fall 2013, students employed as Graduate Student Researchers in PPS at >=25% on one of the following title codes: 3262, 3263, 3264, 3284, 3285, 3286 and 3287 will be eligible for reimbursement of qualifying childcare expenses. As of Summer 2014, each eligible GSR shall receive up to a maximum of $900 per quarter. In addition, GSRs appointed at >=25% for the summer will also be eligible for up to a maximum reimbursement of $900.

The ASE Child Care Reimbursement form UBEN 254 and information is available at: http://ucnet.universityofcalifornia.edu/forms/pdf/uben-254.pdf. The form must be submitted by the student to the hiring department together with appropriate receipts and documentation no later than the last day of the following term.

The GSR Child Care Reimbursement form and information is available at: http://grad.ucsd.edu/financial/student-parents.html

The form must be submitted by the student to the student’s academic home department/program together with appropriate receipts and documentation no later than the last day of the following term.

**Departmental Procedure to process the reimbursement:**

- The reimbursement payment should be added as a new distribution to the existing appointment in PPS using **sub 2** and DOS code **BXC**.

- You may use current or retroactive monthly dates within the appointment period. If it is a retroactive date, then it will be paid on the next available compute. **Retroactive fund changes** for childcare reimbursements require an EPET in addition to updating PPS.

- The appointment **must** be set up on a monthly pay schedule. To reimburse a bi-weekly Reader/Tutor, you will need to change the pay schedule and rates to monthly.

- The reimbursement is considered taxable earnings. The BXC will be flat taxed (25% federal and 6.6% state) if it’s **not** paid with the regular earnings.

- Payment will be issued on the next monthly or bi-weekly pay period based on the distribution dates.
IMPORTANT: Payroll will be entering the information in the ETFT screen so it is critical that you notify Loida Alberter, lalberter@ucsd.edu, x43244, or include her in the PAN notification.

The Child Care Reimbursement Form should be kept by the student’s hiring department in the student's employment file for ASE’s, and kept by the student’s academic home department/program in the student's employment file for GSR’s. The student should be notified once the reimbursement has been processed.

Effective Fall 2015, students supported by fellowship/traineeship funds at the equivalent of a Graduate Student Reader for at least 25% time plus resident tuition and fees will be eligible for reimbursement of qualifying childcare expenses up to a maximum of $900 per quarter. Students will be reimbursed by departments and programs using the same procedures used for stipend payments through the Graduate Division. The Fellowship/Traineeship Child Care Reimbursement form and more information will be posted online in the near future.

UC Dependent Care Flexible Spending Account Program

The UC Dependent Care Flexible Spending Account (DepCare FSA) was implemented January 1, 2009.

DepCare FSA Highlights:

- Academic Student Employees (TAs, Associates, Tutors & Readers) and Graduate Student Researchers appointed at 43.75% time may enroll in this program.
- The employee must enroll during their period of initial eligibility (PIE = 31 days from the appointment begin date) or when they have a change in family or employment status. Employees may not enroll after their PIE expires.
- DepCare FSA allows enrollees to pay for eligible dependent care expenses on a pretax, salary reduction basis.
- The employee forfeits (i.e. “use it or lose it”) any contribution they can’t claim for the plan year.
- The minimum contribution is $180/year, maximum contribution is $5,000/year.
- Monthly deductions are based on the annual contribution elected by the employee divided by the remaining months within a calendar year. NOTE: monthly contributions continue only as long as the employee remains on active pay status and is otherwise eligible.
- Enrollment forms should be submitted by the 15th of the first month of the eligible appointment to meet the monthly payroll deadline.
- For payroll deduction purposes, Readers and Tutors must be set up on a Monthly pay schedule if they wish to enroll in the program.

Enrollment Information:

- IMPORTANT: To meet the payroll deadline, enrollment forms must be submitted to the Graduate Division by the 15th of the month. Payroll deductions will begin on the next payday. Late forms will not be processed until the next month.
- Employees must re-enroll in the plan if they have a one day break in service/pay.

- Eligible employees who wish to enroll in the program should complete the following enrollment form: http://ucnet.universityofcalifornia.edu/compensation-and-benefits/other-benefits/flexible-spending-accounts/ase-depcare/index.html and send the form to: Becky Burrola, Graduate Division, Mail Code 0003

**Contact Information:**

- For general questions regarding DepCare FSA please refer to the UCOP website http://atyourservice.ucop.edu/employees/health_welfare/depcare_hcra/ase/index.html

- For questions regarding enrollment forms or payroll deduction timelines please contact **Becky Burrola**, rburrola@ucsd.edu, or 858-534-3727

- For questions regarding reimbursement or available balance please contact Conexis: https://www.conexis.org/solutions/fsa_EE.asp