

**ARTICLE 17  
LEAVES FOR UNION BUSINESS**

**A. GENERAL PROVISIONS**

**1. Employee Eligibility for Leave**

Upon request, the UC Davis campus shall grant no more than one (1) FTE one (1) year of paid reimbursed leave for Union business per calendar year without loss of straight time pay. However, only one (1) employee shall be released per department per leave. The University may postpone the leave when it can demonstrate operational business needs.

**2. Pay Status**

During the paid reimbursed leave, the employee shall be paid by the University and shall continue to accrue service credit; and shall retain all benefits to which the employee was entitled prior to the start of the leave. Employee benefit contributions will continue to be deducted during the leave.

- a. During the paid reimbursed leave, the employee shall be eligible for increases in accordance with campus practices.
- b. Any leave granted in accordance with this section shall not constitute a break in service.
- c. During the paid reimbursed leave, the employee shall not be eligible for Workers Compensation benefits arising out of an injury occurring during the leave from the University. While on paid reimbursed leave, University employees shall be covered by IAFF's Workers Compensation carrier.

**3. Union Reimbursement**

The Union shall reimburse the University for all actual costs of employee compensation, including but not limited to, salary plus all benefits (actual costs not less than 50%) provided to the employee for the time the employee is on leave without loss of compensation. The Union shall submit payment to the University within thirty (30) days of receipt of confirmation of payment to the employee. The University has the right to terminate the leave if the Union fails to provide timely payment.

**4. Long-term Leave of Absence**

Upon at least thirty (30) calendar days advance written request to the Employee & Labor Relations office from IAFF and the employee, no more than one (1) per department IAFF represented non-probationary career employee shall be granted a leave of absence to engage in union business pursuant to Section A.1, above. The duration of the leave of absence shall be specified at the time the employee

commences the leave. No such leave shall be granted unless the written request specifies the duration of the leave.

- a. Such leaves of absence shall be for a period of not less than thirty (30) calendar days. In no situations shall the leave of absence be granted for a period of more than three (3) years.
- b. The University, due to operational requirements, may postpone the date on which said leave of absence is scheduled to begin.

**5. Short-term Leave**

Subject to operational considerations, upon at least thirty (30) calendar days written request to the Employee & Labor Relations office from IAFF and the employee, no more than one (1) non-probationary career employee, pursuant to Section A.1, above, will be granted a leave of absence for union business for not less than two (2) days and not longer than twenty-nine (29) days. Requests for this short-term leave shall not be unreasonably denied.

**6. Reduction in Time**

The University will approve requests from employees for temporary reductions in time for up to three (3) calendar years for union business. Requests for reduction in time will not be unreasonably denied.

**7. Attendance at Local Union Meetings**

Upon seven (7) calendar days advance written notice to her/his supervisor, union officers and employee representatives included on the list provided to the University by IAFF, as set forth in Section B.2 of Article 1 - Access, shall be granted time off without pay or, at the employee's option, such time would be charged to accrued compensatory time off or accrued vacation time, to attend local union meetings. Approval for such leave shall not be granted for a period to exceed four (4) hours and such approval shall not be granted to any individual employee more than once per month. The supervisor may grant additional time over four (4) hours on a case-by-case basis. The granting of such approval to local employee representatives and officers shall be subject to the operational needs of the University and may be granted to one (1) or more but not necessarily all such employees on the same shift in the same operational area. Such approval shall not be unreasonably denied.

**B. RETURN FROM LEAVE**

The University shall not be required to return an employee on a leave of absence for union business prior to the return date specified at the start of the leave.

1. For leaves longer than sixty (60) days, at least forty-five (45) calendar days prior to the completion of the long-term leave of absence, the Union shall notify the

University of the employee's intent to return to the University's employ and the employee shall likewise so advise the University. For long-term leaves of less than sixty (60) days or less, at least fifteen (15) days' notice shall be required if the requested return date is other than the return date specified at the start of the leave.

2. Upon return, the employee shall be placed in the same position from which the employee took the leave of absence and at the rate of pay which would place the employee at the same relative position in the range for the position as that range exists when the employee returns. Placement of the employee in her/his previous position shall be consistent with staffing reductions and/or layoffs which may have occurred during the period of the paid reimbursed leave.