



June 23, 2016

**DEANS
DEPARTMENT CHAIRS**

RE: Procedures for New Faculty (Ladder Rank and Lecturer SOE Series) Hires

One Day Leave No Pay (June, 30, 2016):

Newly hired faculty must have a begin date of June 30, 2016 in order to be included in the 2013 retirement tier. Faculty whose appointments would have normally began on July 1, 2016 will need to be placed on leave no pay for one day on June 30, 2016, and pay status will begin on July 1, 2016. Our office is working with UCOP to determine how benefits charges will be incurred by placing the faculty member on the one day leave no pay. We will keep you updated, but at this time we believe that since the faculty will not be on pay status for this day (June 30), no deductions for benefits will incur for the month of June; the month of June will be considered the “free” month. However, employees starting on June 30, 2016 will be responsible for their July and August benefits and will need to pay double employee contributions on their August 1 paycheck, and the units will also be charged for both August and July benefits in July. This would be the cost of being part of the 2013 Retirement Tier. For the one day leave no pay for June 30, our office will not require the completion of the Leave of Absence form.

One Year Leave No Pay for Faculty on Pay Status Starting July 1, 2017:

Faculty whose appointment begins on June 30, 2016 and will be on immediate leave no pay for the 2016-17 academic year, should have already submitted a request for this leave to my office and had a response returned to your School. If you have any outstanding Leave of Absence requests (greater than one day, beginning June 30, 2016), please submit them to my office by June 29, 2016 for my review and approval.

If you have any questions, please direct them to your Academic Personnel Analyst.

Diane K. O'Dowd
Vice Provost for Academic Personnel

cc: Assistant Deans
Chief Personnel Officers
Benefits
Academic Personnel