**March 18, 2013**

**MEMORANDUM**

**TO:** Lynn Williams, Chair

Academic Senate

**FROM:** Mamta Rawat, Chair

Senate Personnel Committee

**RE:** APM 360, 361

On December 6, 2012, the Senate Personnel Committee had sent APM 360, Policy on Sabbatical and Difference-in-pay (DIP) Leaves, which was originally part of APM 361, Policy on Faculty Leaves of Absence. Please find attached a revised copy of APM 360 with the addition of a footnote. Since the Library is both a department and a school/college, they do not have two committees to review sabbaticals/DIPs. Similar to footnotes in APM 325 and APM 327, a footnote to section V.B Departmental Level Review that reads "Solely for the purpose of this policy, Librarians and Counselors (SSP-ARs) will only have departmental professional leave committees." has been added.

The remaining APM 361 has been extensively revised and a clear copy and redline copy is attaché. In addition to the deletion of Part A, which concerned sabbatical leaves and DIPs, here are the other major amendments:

1. The policy has been reorganized into two major parts:
2. Leaves of absence without pay
3. Leaves of absence with pay
4. The section on family care, parental leave, and medical leave has been eliminated as it is covered by the federal Family Medical Leave Act and Article 22 and 23 of the Collective Bargaining Agreement (CBA).
5. The section on leaves of absence with pay (with the exception of sabbaticals and DIPs) has been shortened by referencing Article 23 of the CBA.