Topic Based Zoom: Leave Transactions
10/12/22
Today’s Topics

- Leaves of Absence Overview
- Request Extended Absence
- Administer Extended Absence
- Leave Approvals
- Resources & Best Practices
Leaves of Absence Overview

- Key Terms
- Process Overview
- Primary Pages
- Accrual Cadence
- Payroll Calendar
<table>
<thead>
<tr>
<th>Key Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>Date the employee’s leave begins = Effective Date of Leave in Job Data.</td>
</tr>
<tr>
<td>Expected Return Date</td>
<td>Date the employee is expected to return from leave.</td>
</tr>
<tr>
<td>Expected Job End Date</td>
<td>If job has an end date, the last day the employee is expected to work. Visible on Job Data.</td>
</tr>
<tr>
<td>Last Date Worked</td>
<td>The last date the employee physically worked before going on leave.</td>
</tr>
<tr>
<td>Actual Return Date</td>
<td>Date the employee returns to work from leave, absence request is edited with actual return date.</td>
</tr>
<tr>
<td>FMLA/CFRA/PDLL</td>
<td>The Federal and State statutes that protect an employee’s job while on leave. FMLA = Family Medical Leave Act; CFRA = California Family Rights Act; PDLL = Pregnancy Disability Leave Law.</td>
</tr>
<tr>
<td>Pay Period Dates for Academics</td>
<td>The quarter pay period dates associated with an academic leave.</td>
</tr>
<tr>
<td>Workflow Status</td>
<td>Identifies the current standing of the absence request related to the processing workflow.</td>
</tr>
<tr>
<td>Action/Action Reason Codes</td>
<td>Action Code defines “What” and Reason Code defines “Why”. For Extended Leaves of Absence these codes are entered by UCPC upon approval of leave.</td>
</tr>
<tr>
<td>SHC</td>
<td>Serious Health Condition.</td>
</tr>
<tr>
<td>Absence Management (AM)</td>
<td>A module in UCPath that Leave Initiators &amp; Approvers use to plan and manage absence events (including extended leaves) and to calculate vacation and sick time.</td>
</tr>
<tr>
<td><strong>Absence Takes</strong></td>
<td>The number of units (hours) an employee takes in association with an absence.</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Extended Absence (EA) Request</strong></td>
<td>Transaction Request to place employee on a Paid/Unpaid Leave of Absence.</td>
</tr>
<tr>
<td><strong>Leave with Pay</strong></td>
<td>Leave in which the employee continues to get paid and maintains existing benefits. The employee’s pay status will change to Paid Leave of Absence to ensure the employee continues to get paid and receive benefits accordingly.</td>
</tr>
<tr>
<td><strong>Leave without Pay</strong></td>
<td>Leave in which the employee does not continue to get paid and benefits are discontinued unless the employee elects to maintain benefits by paying applicable monthly premiums through the Direct Billing process. The employee’s payroll status will change to Unpaid Leave of Absence to ensure the employee is no longer paid.</td>
</tr>
<tr>
<td><strong>Intermittent Leave / Reduced Schedule</strong></td>
<td>Paid or unpaid Leave for an intermittent date range or at a reduced work schedule. For example, an employee uses medical leave for physical therapy twice a month.</td>
</tr>
<tr>
<td><strong>Return from Leave (RFL)</strong></td>
<td>When employee physically returns to work after a Leave of Absence, the actual return date is entered on the EA Transaction and the Return from Leave (RFL) is added to Job Data changing payroll status to Active.</td>
</tr>
<tr>
<td><strong>Leave Administrator</strong></td>
<td>The role provisioning required to initiate and approve transactions in this training.</td>
</tr>
<tr>
<td><strong>Pay for Family Care and Bonding (PFCB)</strong></td>
<td>A pay option for a qualifying leave under the FMLA and/or CFRA</td>
</tr>
</tbody>
</table>
## Leases of Absence (LOA) Transaction | Process Overview

<table>
<thead>
<tr>
<th>INITIATOR</th>
<th>APPROVER</th>
<th>UCPath CENTER (UCPC)</th>
</tr>
</thead>
</table>
| 1. Review Benefits Summary information with employee if the employee informs the Location of the leave of absence prior to the beginning of the leave. This is especially important for unpaid leaves of absence. | 1. Reviews the leave information. Approves or denies the request. Can also make edits as needed. If edits are made, be sure to enter a note describing the change and best practice is to ask another approver to approve.  
2. When the request is approved, the request routes to the next Approver at UCPC WFA Production. | 1. Reviews the leave information. Can approve, deny or push back.  
2. If approved, UCPC WFA Production enters the leave info into the employee’s Job Data.  
3. After the leave is entered into Job Data, UCPC WFA Production adds a note in the absence request then approves it.  
4. Once the absence request is approved, an automated email message is sent to the Location Approver.  
If there are any issues with the request, UCPC WFA Production does not update the employee’s Job Data and has the option to deny the request or push the request back to the previous Location Approver for edit. |
| 2. Enters and submits the extended leave of absence request in UCPath; AWE automatically routes the absence request to the Approver. | | |

UCSan Diego
Extended Leaves of Absence | Types

- Leaves of Absence are applicable to all employee records (multiple jobs) unless otherwise indicated in the absence request
  - To exclude a job refer to Job Aid: How to Use Job Override to Limit Jobs Put on Leave Status

- A new Leave of Absence request must be initiated if the transaction is canceled by UCPC, denied, or when the leave type changes, for example:
  - Paid to Unpaid
  - FML to Non-FML
  - FML to Medical
  - PFCB pay option
  - Exception: You can update a Workers’ Compensation Leave to Medical using the same absence request

<table>
<thead>
<tr>
<th>Family and Medical Leave</th>
<th>Leaves of Absence Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifying medical leaves under any of the following statutes:</td>
<td>Medical</td>
</tr>
<tr>
<td>▪ FMLA – Family and Medical Leave Act</td>
<td>Workers’ Compensation</td>
</tr>
<tr>
<td>▪ CFRA – California Family Rights Act</td>
<td>Sabbatical</td>
</tr>
<tr>
<td>▪ PDLL – Pregnancy Disability Leave Law</td>
<td>Military Leave</td>
</tr>
<tr>
<td>▪ Leaves can be paid, unpaid or a combination; can be full time, reduced schedule or intermittent</td>
<td>Personal</td>
</tr>
<tr>
<td></td>
<td>Bereavement</td>
</tr>
<tr>
<td></td>
<td>Rehabilitation</td>
</tr>
</tbody>
</table>
## Extended Leave of Absence | Primary Pages

### Transaction Pages

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUEST EXTENDED ABSENCE</td>
<td>Used to enter a new Leave of Absence Request</td>
</tr>
<tr>
<td>ADMINISTER EXTENDED ABSENCE</td>
<td>Used to view request status, edit an existing Absence Request; including returning an employee from leave or cancelling an Absence Request</td>
</tr>
</tbody>
</table>

### View-Only Pages

<table>
<thead>
<tr>
<th>Page Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BENEFITS SUMMARY</td>
<td>Used to view current enrollments and benefit costs and to print Benefit Summary and Election forms</td>
</tr>
<tr>
<td>ADMIN – REVIEW ABSENCE BALANCES</td>
<td>Used to view the employee’s absence balances</td>
</tr>
<tr>
<td>EXTENDED ABSENCE TRANS HISTORY</td>
<td>Used to review the history of a specific Leave of Absence request</td>
</tr>
</tbody>
</table>
Benefit Summary & Election Form

There are two forms you should provide to an employee when they inform you of the need for an **unpaid** Leave of Absence prior to the beginning of the leave:

**Benefit Summary**
- Displays current benefit rates
- If a rate change is implemented while an employee is on leave, they will receive a notification by mail

**Election Form**
- Employee uses this form to identify the benefits they want to continue while on leave
- Form must be submitted by the employee to UCPC to enter applicable benefit updates into UCPPath

The E-347 process runs at the start of each calendar month and updates the rates effective for that month. Note that, if an employee (EE) is going on leave effective 1/1/23, and the current date is 12/15/22, the new rates for 2023 will not appear until E-347 runs in January 2023.
Click this button and give the forms to the employee if they request an unpaid Leave of Absence.

Click this box after the forms are printed and provided to the employee.

The Benefits As of date must be a month prior in order to populate the summary page with costs.

### Current Enrollments

<table>
<thead>
<tr>
<th>Plan Type</th>
<th>Coverage Election</th>
<th>Benefit Plan</th>
<th>Description</th>
<th>Coverage or Participation</th>
<th>Coverage Begin</th>
<th>Employee Monthly Cost</th>
<th>Total Monthly Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical</td>
<td>Elect</td>
<td>HBG</td>
<td>BLUE GOLD</td>
<td>Family (NA+NC)</td>
<td>01/01/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dental</td>
<td>Elect</td>
<td>DPPO</td>
<td>DENT PPO</td>
<td>Family (NA+NC)</td>
<td>01/01/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vision</td>
<td>Elect</td>
<td>VSP</td>
<td>VSP</td>
<td>Family (NA+NC)</td>
<td>01/01/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Insurance</td>
<td>Elect</td>
<td>ARAG</td>
<td>ARAG</td>
<td>Family (NA+NC)</td>
<td>01/01/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life</td>
<td>Terminate</td>
<td></td>
<td></td>
<td></td>
<td>07/01/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplemental Life</td>
<td>Terminate</td>
<td></td>
<td></td>
<td></td>
<td>07/01/2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Admin – Review Absence Balance Page

Use the As of Date field to select the pay period for which you want to review an absence balance.

Use the Review Absence Balance page to view an employee’s current and past leave balances.

NAVIGATION
- PeopleSoft Menu
- UC Customizations
- UC Extensions
- Admin – Review Absence Balance
Accrual Cadence

**MONTHLY**

- Monthly employees accrue on a monthly basis.

- For monthly employees the takes processed in the current pay cycle are from the previous calendar month and appear for the previous **As of Date** on the Admin- Review Absence Balances page.

**BIWEEKLY**

- Biweekly employee balances are updated every pay period with takes.

- Bi-weekly employees accrue on a quadri-weekly basis.

**Note:** Accruals are updated in UCPath on the dates listed under the **Leave Accrual Available on UCPath (After 5PM)** column on the Payroll Processing Schedule.
For Leave of Absence transactions to impact payroll, they must be submitted and approved locally no later than **3:00 pm** on the **Employee Data Change** deadline.
Request Extended Absence

- Dates
- Leave Types
- FMLA/CFRA/PDLL
- Paid/Unpaid
- Last Day Worked
- FMLA/CFRA/PDLL Adjustment
The **Extended Absence Summary** section displays the history of leaves submitted for the employee. The leave history can include up to two years of information. Click each tab to view additional information.
Use the **New Extended Absence Request** section to enter an absence request.

- **Start date**: Date the employee begins leave and **Effective Date** of the leave in **Job Data**
  - It is the department’s responsibility to make sure this date is accurate and up-to-date.
  - Initiators should review the **Expected Job End Date** (in **Job Data** or **Workforce Job Summary** page) before submitting a leave to ensure the **Expected Return Date** is not beyond the **Expected Job End Date**
- **Expected Return Date**: Date the employee is expected to return to work
- **Actual Return Date**: Completed after the employee returns to work. (UC San Diego’s best practice is to adjust the Expected Return Date to match the Actual Return Date).
Consecutive Absence Requests

The **Start Date** of the next leave = the **Expected Return Date** of the prior leave.

**Update the Expected Return Date** and the **Actual Return Date** to match.

Last Day Worked is the same on each row.

Only one **Actual Return Date**.
The Leave options that appear are dependent on the Eligibility Group assigned to the employee. For example, academic employees have sabbatical options available.

Leave types that include an asterisk (*) may also require FMLA/CFRA/PDLL to be selected per federal or state law.

Review the Extended Absence Request Leaves and Description Job Aid on the UCPath Help Site for Transactional Users to read a description of each leave type in the list.
If applicable, select an option from the **FMLA/CFRA/PDLL Leave**, list

The **FMLA/CFRA/PDLL** field is needed only when the leave is specific to FMLA, CFRA or PDLL. The **FMLA/CFRA/PDLL Leave** field can be entered in combination with the **Leave** field in the same absence request (single row).

For example, instead of two absence requests:

- 1st absence request indicating **Medical Leave** (No FMLA, CFRA, or PDLL indicated).
- 2nd absence request indicating **Employee’s SHC-FMLA** (No Leave indicated).

Use one absence request:

- Use a single row to indicate **Medical Leave** and **Employee’s SHC-FMLA**.
There are three options for the **Paid/Unpaid** field. When the leave changes from one paid status to another, a new absence request is required.

<table>
<thead>
<tr>
<th>Paid/Unpaid Options</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermittent/Reduced Schedule</td>
<td>Paid or unpaid for intermittent date range, e.g. employee uses medical leave for Physical Therapy, twice a month. This is reported through Time and Attendance. Leave submitted with this option are not entered in Job Data. <strong>Note: Actual Return Date is required when going from Unpaid to Intermittent or PFCB to Intermittent</strong></td>
</tr>
<tr>
<td>Paid-Block</td>
<td>Paid Leave of Absence for specified date range.</td>
</tr>
<tr>
<td>Unpaid-Block</td>
<td>Unpaid leave of absence for the specified date range.</td>
</tr>
</tbody>
</table>
The **Last Date Worked** field is required for all extended Leaves of Absence.

Enter the last date the employee was physically at work.

The date must be at least one day prior to the **Start Date**.

This field informs UCPC Benefits/Billing of the employee’s last date at work and is used to complete the UC Statements to the Disability Vendor, if applicable.
FMLA/CRFA/PDLL Adjustment Hours field is used for employees with alternate schedules only*

Enter FMLA/CRFA/PDLL usage hours for the entire leave period

NOTE: If manual hours are provided, UCPath does not automatically calculate FMLA/CRFA/PDLL hours and deduct from balance; use Manage Accruals.

Unpaid Leave of Absence CAN Use Adjustment Hours

- FMLA/CFRA/PDLL Adjustment Hours
- Enter FMLA/CFRA/PDLL usage hours

Paid Leave of Absence CANNOT Use Adjustment Hours

- FMLA/CFRA/PDLL hours should be sent through UC San Diego Time and Attendance systems

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*UCPath automatically calculates FMLA/CFRA/PDLL hours used based on an 8-hour day, Monday-Friday schedule, prorated based on FTE.
The **Workers’ Compensation** tab displays if a workers’ compensation **Leave** type is selected. The sum of the percent fields must equal 100%. Once approved, the WC percent values are captured in the JED section of Job Data.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>REG Percent</td>
<td>Enter regular pay percent, if distributed. For partial workers’ comp leave, enter % of time during leave the employee is still working.</td>
</tr>
<tr>
<td>ESL Percent</td>
<td>Enter the percent that is <strong>paid</strong> under Extended Sick Leave (ESL). This should not exceed a total of 80%. To equal 100%, enter the balance of 20% under WCN.</td>
</tr>
<tr>
<td>WCS Percent</td>
<td><strong>Only Safety Members</strong> (e.g. Police/Firefighters) may be eligible to stay on UCpay but do not pay taxes. Locations enter the appropriate JED distribution for the percent of the leave that is <strong>paid</strong> under WCS. This must be used in conjunction with a Salary Continuance Safety Leave.</td>
</tr>
<tr>
<td>WCN Percent</td>
<td>Locations provide the percent of the leave that is <strong>unpaid</strong>. This percent will be entered on JED by UCPC.</td>
</tr>
<tr>
<td>WCP Percent</td>
<td>Locations enter the percent of the leave that is <strong>paid by Workers Comp.</strong></td>
</tr>
<tr>
<td>WCR Percent</td>
<td>Used only by UCPC.</td>
</tr>
<tr>
<td>Contingency Fund Flag</td>
<td>Select the check box to inform UCPC to place the employee on the Health Contingency Fund. DO NOT CHECK. UC San Diego Campus does not use this flag.</td>
</tr>
</tbody>
</table>
The Notes button is only available on the Extended Absence Details tab.

Notes are required for any requested or edited Leave of Absence Request.

Notes provide Leave Initiators, Approvers and UCPC, history of the Leave of Absence Request.

UCPC relies on notes for guidance in processing the absence request in employee’s Job Data.

Example: Employee on [Paid or Unpaid or Intermittent/Reduced Schedule] [Leave Type] LOA for [enter reason] from [start date] with an expected return date of [expected return date].
- The add/delete row buttons are only available on the Extended Absence Details tab.
- Click the [+\t] button to insert a new absence request row; use to enter concurrent or consecutive leaves for the employee.
- Click the [-\t] button to remove an absence request row.
Transactions can be **Saved** or **Submitted for Approval**

- Ensure all appropriate documents or approvals outside of UCPath have been attained prior to submitting an absence request in UCPath
  - **Save**: The LOA request is saved, but not yet routed for approval; use if still waiting on required documents or local pre-UCPath approvals; Saved requests are accessed on the **Request Extended Absence** page
  - **Submit**: The LOA request is routed for approval via AWE; once submitted you can only view transaction from the Transaction History page or on the Administer Extended Absence page
Administer Extended Absences

- Administer Extended Absence Page
- Workflow Statuses
- When to Create vs Edit
- Returning from Leave
- Cancelling a Leave Request
This page displays the leave data and the transaction status once the EA transaction has been submitted.

Actions available on this page: Edit, Approve, Cancel.

The **Workflow Status** identifies where the absence request is within AWE.

- With Initiator: Saved, Approved or Cancelled
- With first Approver (Local): Submitted or Sub Cancel
- With second Approver (UCPC): Appvl Prc or App Cancel

The page also displays the **Action** and **Action Reason** fields: These codes are reviewed and manually entered into the employee’s Job Data records by UCPC WFA Production. All impacted Job Data records (within a Business Unit or related Business Unit) are updated for the employee unless otherwise indicated in the leave of absence request.
<table>
<thead>
<tr>
<th>Workflow Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved</td>
<td>Saved for later processing by Leave Initiator but not submitted for approval.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Submitted by Leave Initiator and awaiting first Location Approver processing. First Approver can edit and approve in this status.</td>
</tr>
</tbody>
</table>
| Apprvl Prc      | If Location has one Approver: Approved by Location Approver and awaiting WFA Production Approver processing.  
If Location has two Approvers: Approved by first Location Approver and awaiting second Location Approver processing. |
| Approved        | Processed and approved by UCPC WFA Production. The Leave Initiator can edit or cancel leaves in this status. |
| Sub Cancel      | Cancel submitted by Leave Initiator and awaiting first Approver processing. |
| App Cancel      | If Location has one Approver: Cancel approved by Location Approver and awaiting WFA Production Approver processing.  
If Location has two Approvers: Cancel approved by first Location Approver and awaiting second Location Approver processing. |
| Cancelled       | Cancel processed and approved by UCPC WFA Production. |
| PushBack        | Pushed back from Approver 2 or 3 to previous Approver. |
| Denied          | Denied by any Approver. |
When to Edit vs Create a New Extended Absence

<table>
<thead>
<tr>
<th>EDIT</th>
<th>NEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>The employee must extend or shorten their existing leave (no change in leave type)</td>
<td>The employee must change from one leave type to another leave type</td>
</tr>
<tr>
<td>The leave must be changed from Workers’ Compensation to Medical</td>
<td>The employee must change from Paid to Unpaid leave or from Unpaid to Paid leave</td>
</tr>
<tr>
<td>The leave must be cancelled</td>
<td>When entering a new absence request in these situations, ensure the <strong>Start Date</strong> of the <strong>new</strong> absence request matches the <strong>Expected Return Date</strong> of the <strong>existing</strong> absence request.</td>
</tr>
<tr>
<td>The employee returns from leave</td>
<td></td>
</tr>
</tbody>
</table>
You must submit an Edit to your absence request to return an employee from leave. It does not happen automatically.

If you do not return an employee from their leave, UCPC will not update that job data. For unpaid leaves, this means if you don’t return the employee, they do not get paid.

Note: An Actual Return Date is required when going from Unpaid to Intermittent and PFCB to Intermittent

Review the Return from Leave of Absence UPK on the UCPath Help Site for Transactional Users
Timing Considerations

- Employees returning from an unpaid leave cannot complete time entry until the return from leave transaction is fully processed.

- If an employee is returned (and Job Data is updated) after the close of the pay period in the Time & Attendance system, the department must submit an off-cycle pay request for the time the employee was unable to enter.

- Transactors can check the Date Created field on the Work Location tab on the Job Data inquiry page to see when the record was updated to Active Payroll Status and determine if the update occurred prior to the close of the pay period in the Time & Attendance system.
UCPath Center will assume responsibility for all payment coordination events needed for an employee who is on Workers’ Compensation Leave with Pay.

There is no need for Location to submit time for an employee on leave unless he/she falls under the following categories:

- **3-DAY WAITING PERIOD**
  
  In the beginning of Workers’ Compensation leave, typically, the employee will have to use his/her own time to cover the period determined as the “waiting period” (the first 3 days). This time will come to the UCPath Center via Time and Attendance (I-181).

- **TIME WORKED**
  
  When an employee is on Intermittent Leave, time worked will come to the UCPath Center via Time and Attendance (I-181). It is essential for Location to submit hours worked so that the UCPath Center can determine hours to be calculated for Supplemental Pay.

- **WAITING TO BE ACCEPTED**
  
  There may be a period during which an employee will have to wait for the claim decision from Sedgwick. If the Location decides to allow the employee to use his/her leave balances until the claim is accepted, those hours will be submitted through local T&A. Once the claim is accepted, the UCPath Center will credit back any leave balances due to the employee and process any adjustments needed.

Note: Timekeepers should clear any prepopulated schedules in T&A to prevent overpayment.
Cancel a Leave of Absence Request

The method used is dependent on the status of the approval process.

<table>
<thead>
<tr>
<th>METHOD 1</th>
<th>APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancel from the Administer Extended Absence Request page</td>
<td></td>
</tr>
<tr>
<td>Use when Absence Request has been <strong>approved</strong> by UCPC and entered into <strong>Job Data</strong></td>
<td></td>
</tr>
<tr>
<td>NOTE: Indicate any accrual hours or FMLA related balances that need adjustment in the notes. UCPC will use this information to ensure appropriate adjustments are made in UCPath.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>METHOD 2</th>
<th>APPROVE PRC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit a ticket to UCPC to request they <strong>Deny</strong> the transaction</td>
<td></td>
</tr>
<tr>
<td>Use when the request is in AWE at UCPC, but <strong>has not been approved</strong> or entered in <strong>Job Data</strong></td>
<td></td>
</tr>
</tbody>
</table>
UCPC Communication With Leave Transactors

UCPC may create a case to ask a question about a leave transaction that is in progress.

UCPC may create a case to ask a question about a leave you have not entered yet (if the employee has indicated through a vendor they will be going out on leave).
Leave Approvals

- Critical Fields
- From the UPK
- What Not To Approve
Closely review dates to make sure they are not overlapping leave types on a particular date or dates.

Review Notes to ensure they include appropriate detail.

If you Deny a leave of absence transaction, including an edit, the initiator must submit a new absence request.

Review the Approve Extended Leave of Absence Request UPK on the UCPath Help Site for Transactional Users.
From the UPK

Same is true for the Deny button

Use the Approve button to display and approve the extended absence request. (The absence request is not approved by clicking this Approve button. A separate Approve button is used within the extended absence request details page.)
From the UPK Cont’d

Use the **Deny** button to deny the extended absence request. If the request is denied it is no longer available for update. (The absence request is not denied by clicking this **Deny** button. A separate **Deny** button is used within the extended absence request details page.)
Resource Review

- Local Resources
- UCPath Center Resources
- Where to go for Leave Policy Guidance
Local Resources

**UC San Diego Job Aids and Quick References**

- How to Request a Leave of Absence
- How to Request Sabbatical Leaves
- How to Use Job Override to Limit Jobs Put on Leave Status

**UC San Diego Business Analytics Hub**

- Extended Leave Monitoring Report
- FMLA Eligibility and Leave Documentation
- Leave Action Report
- Leave Balance Summary Report
- Sabbatical Balances Report
- Who’s on Sabbatical Report
UCPath Center Resources

UCPath Help Site for Transactional Users

- Job Aid: Pay for Family Care and Bonding (PFCB)
- Job Aid: Pay for Family Care and Bonding Unit 18 (PFCB)

Job Aid: Extended Absence Request Leaves and Description
- Submit Medical Leave of Absence Request
- Submit Multi-Row Leave of Absence Request
- Extend Existing Leave of Absence
- Extend Leave of Absence with New Leave Type
- Cancel an Approved Leave of Absence
- Return from Leave of Absence
- Review Leave Monitoring Report
- View Manage Accruals
- View Benefits Summary
- View Extended Absence Trans History Component
- View Employee Absence Balance Data
- View Career and Benefits Elig Hrs INQ
- Job Aid: Career & Benefits Elig Hrs INQ Page for Locations
- Job Aid: Earn Code to Absence Mapping
- Job Aid: Earnings Code Configuration
- Submit Workers' Compensation Leave of Absence Request
- Submit Full Sabbatical Leave of Absence Request
- Submit Partial Sabbatical Leave of Absence Request
- Job Aid: Partial Sabbaticals – UCPC Impacts
Where to go for Leave Policy Guidance

For Leave Policy Guidance for Campus employees contact Employee Relations:

https://blink.ucsd.edu/sponsor/hr/divisions-units/strategy-policy/emp-relations/index.html

For Academic Leave Policy Guidance contact Academic Personnel Services:

https://aps.ucsd.edu/about/meet-our-staff.html

The following areas are managed by HR LOA:

- VC Resource Management and Planning
- VC Advancement
- Information Technology Services
- Central HR
- Ship Operations and Marine Technical Support (Nimitz)
**BEST PRACTICES**

**Review approved LOA paperwork as well as eligibility before entering LOA request in UCPath**
- Complete all documents and approvals required outside of UCPath system before entering in UCPath
- For policy guidance contact the appropriate central team
- Review Absence Balance, Benefits and Expected Job End Date in UCPath

**Remember the Dates**
- LDW should be at least a day before the start of leave
- LDW should be the same on all continuous leaves, if the employee has not returned
- No gaps on the leave dates between continuous leaves
- Enter Actual Return Date if employee has returned (Expected Return Date should match Actual Return Date)

**Understand when a new leave request is required**
- When a leave changes from one paid status to another, a new absence request is required
- A new Leave of Absence request must be initiated if the transaction is canceled by UCPC, denied, or when the leave type changes
  - Workers Comp to Medical is the only exception
Monitor your leaves
- As soon as you know an employee is not returning from a leave on the Expected Return Date entered in the system, update the Expected Return Date to reflect the new date.
- When an employee returns from a leave an Actual Return Date must be entered.
- Actual Return Date is what triggers a pay status update.

Sabbatical Leaves
- Refer to the Job Aid: How to Request Sabbatical Leaves.
- Sabbatical Leaves are the only leave type where Actual Return Date is entered at the time the Leave Request is initiated.
- Remember to enter Sabbatical Credits used on the Leave transaction; there is no error message if not entered.

Be aware of the deadline
- For Leave of Absence transactions to impact payroll, they must be submitted and approved locally no later than 3:00 pm on the Employee Data Change deadline.
May I ask why does UCSD not use Contingency Fund Flag on WC leave? Will UCPATH be the one who check the Contingency Fund Flag then? How would UCPATH know when to check the Contingency Fund Flag? **Transactors are not to check the box. We do use the Contingency Fund Flag. The Workers Comp SME on Campus is the one who checks the box when it is needed.**

What does JED and SHC stand for? **JED: Job Earnings Distributions and SHC: Serious Health Conditions**

What is best practice for Unpaid leaves that end mid-pay period to ensure they are paid for the dates they return? We aren't supposed to mark them as returned until they actually return, but this commonly isn't then processed until after payroll and they aren't paid. Should we just move them to "paid leave" and report No Pay through time & attendance? **Do not put in a paid leave if they are not switching to paid leave. If there is missed pay due to the timing of the return from leave, you can submit an off cycle pay request for the missed pay.**

I submitted an inquiry to UCPC on employee's behalf and they referred me to location LOA administrator so I submitted SNOW CS1066938 - this is still pending in SNOW because it requires dedicated research for specific employee case - can we find out status please as I just received another status request from employee. **Will reach out to case owner to provide you an update**

If the FMLA date is after and we need to make a correct to the return date, can you show us how to shorten the end date? **You can edit a leave as long as the leave type will stay the same. For example**

**An Actual Return Date is required when going from Unpaid to Intermittent and PFCB to Intermittent**