

Job Aid: Pay for Family Care and Bonding – Unit 18 PFCB

To comply with provisions in the Unit 18 contract, new leave types were created in UCPath, for the **Unit 18 Pay for Family Care and Bonding (PFCB)** pay option to take effect July 1, 2022.

The Unit 18 PFCB pay option provides income replacement for up to (4) four workweeks per calendar year. This pay option will be available to Unit 18 Faculty who are on an approved Family and Medical Leave (FML) or Qualified Personal Leave, for parental bonding, to care for a family member with a serious health condition, for Military Caregiver leave, or for Qualifying Exigency Leave.

A Unit 18 faculty member does not have to qualify for leave under FML in order to apply the Unit 18 Pay for Family Care and Bonding pay option to their leave.

Use of Unit 18 Pay for Family Care and Bonding (PFCB)

- Unit 18 PFCB is available to employees appointed in a job with **Union Code IX** (Unit 18). The Representation Code in Position Data must be 'Covered'.
- Unit 18 PFCB is calculated at 100% of a Unit 18 faculty member's eligible Unit 18 earnings. This includes base salary payable through the University.

Note: Locations are responsible for monitoring eligibility: Eligible earnings include a Unit 18's base salary payable through the University. Base salary includes on-scale and above-scale, where applicable. Eligible earnings do not include pay that is received in addition to the Unit 18 faculty member's regular appointment such as "by agreement" payments, honoraria, compensation for extension teaching, summer session teaching, and any other compensation received that exceeds 100% of the base salary of the full-time equivalent of the Unit 18 faculty member's eligible appointment(s). However, if the only appointment is for extension or summer session teaching or is a "by agreement" appointment, and the Unit 18 faculty member meets all other PFCB eligibility criteria, those earnings are considered eligible earnings. PFCB is based on the salary rate in effect during the leave.

- While receiving pay under the Unit 18 PFCB pay option, UCRP service credit for UCRP-eligible employees is calculated as if the Unit 18 faculty member is on pay status for 100 percent of their normal work effort.
- The Unit 18 PFCB pay option must be applied for a qualified leave in increments of at least one work week.
- The Unit 18 PFCB pay option provides each Unit 18 member with up to 4-weeks of paid leave per calendar year for eligible leaves. For part time employees in Unit 18, the 4 weeks will be prorated.
- Once the employee has exceeded the 4-week maximum in a calendar year, UCPath will reject further transactions for Unit 18 PFCB.
- Unit 18 PFCB entitlements reset annually and do not roll over from year to year.



Glossary of Terms

Term	Description
PFCB	Pay for Family Care and Bonding
FMLA	Family and Medical Leave Act
FML	Family and Medical Leave under FMLA, CFRA, PDLL, or a combination thereof
CFRA	California Family Rights Act
PDLL	Pregnancy Disability Leave Law
PFL	Paid Family Leave
U18	Unit 18

Unit 18 FMLA/CFRA/PDLL Leave type in drop down

Note: PDLL leave is not eligible for PFCB

- U18 PFCB Family Care- CFRA
- U18 PFCB Family Care- FMLA
- U18 PFCB Family Care-FMLA/CFRA
- U18 PFCB Parent Bond- CFRA
- U18 PFCB Parent Bond- FMLA
- U18 PFCB Parental Bonding-FMLA/CFRA
- U18 PFCB Mil Caregiver-FMLA
- U18 PFCB Qualifying Exi-CFRA
- U18 PFCB Qualifying Exi-FMLA
- U18 PFCB Qualify Exi-FMLA/CFRA
- U18 PFCB Qual. Pers. Leave

Extended Absence Transaction for Unit 18 PFCB: FMLA/CFRA qualified leaves



Job Aid: Pay for Family Care and Bonding – Unit 18 PFCB

Create an Extended Absence using the guidelines below.



- Enter: **Start Date** (For example **7/01/2022**)
- Enter: Expected Return Date (For example 7/15/2022)
- Select: FMLA/CFRA/PDLL Leave select a type with U18 PFCB (For example Parental Bond*) a
 popup window with the message "Is this Leave Unit 18 PFCB related? (32004,372)" displays with
 options to select Yes or No.
- Select: Paid/Unpaid select Paid-Block (PFCB should always be Paid-Block)
- Enter: Last Date Worked (For example, 6/30/2022)
- Select: Pay Period Dates for AY Academics tab and enter Pay Period Begin Dates and Pay Period End Date
- Enter: FMLA/CFRA/PDLL Adjustment hours as applicable, should be full amount for the leave duration to adjust the FML balances. For 9/12 and 9/10 AY appointees, the adjustment hours should be calculated based on actual leave dates and may vary from the pay period dates. Locations should cross-reference the leave entries in Extended Absence to ensure the adjustment hours are correct. Once the adjustment hours are entered, this will decrement FML balances following applicable Post Confirm AM processing. (For example, for the Request Extended Absence transaction 7/01/2022 7/15/2022, 80.00 hours, or two weeks were applied. For part-time appointees, adjustment hours per week of leave should be prorated to reflect the percentage of effort times 40 hours. For example, if their FTE is .25 it would be 10 hours for each week they are out).



Note: If **Leave** option **Parental Bonding** * is selected, and employee is in Unit IX, the following message displays in the pop-up instead of the delivered message.

Ex	tended Abso	ence Details	JED Additio	nal Earning	s Codes	Workers' Compensation	ation Sabbati	cal Pay Period	Dates for AY Aca	demics J	ob Overrides	Attachments			
	Transaction Number	Start Date	Expected Return Date	Actual Return Date		Leave	Message			üd	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Workflow Status	Notes	
1	397710	06/20/2022	06/24/2022		U18 PFC8	8 Qual. Pers. Leave	Is this Leave	Unit 18 PECB raist	49 (32004 372)	ock	06/19/2022		Submitted	Notes	
2	397706	06/01/2022	06/15/2022		Medical L	eave*	is this Leave	onit for robrena	201 (52004,572)	educed	06/08/2022		Submitted	Notes	
3	397703	05/22/2022	05/30/2022		Parental B	londing*	Yes	No		ck	05/30/2022		Submitted	Notes	
e	w Extende	d Absence I	Request									Persor	nalize Find V	few All 🖾	1
Ex	tended Abse	ence Details	JED Additio	nal Earning	s Codes	Pay Period Dates fo	r AY Academics	Job Overrides	Attachments						
	Start Date	e *Expec Return	ted Actual Date Da	Return te		Leave	FMLA	CFRA/PDLL Leave		*Paid/Unpa	lid	*Last Date Worked	FMLA/CFRA/PD Adjustment Hours	LL Notes	Sav
4	07/01/2022	GI 07/08/20	22 1	10 1	arental Bor	idina* v			~		~	199		Notes	Sav

If "Yes" is selected, then the U18 PFCB options become available.

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New Extended A	bsence Requ	est							Pers	onalize Find Vie	w All	0 📰	First 🕚 1 of	1 🕑 Lar
Extended Absend	e Details JE	D Additional Earn	ings Codes	Pay Period Date	es for AY Academics	Job Overrides	Attachments							
*Start Date	*Expected Return Date	Actual Return Date		Leave	FM	LA/CFRA/PDLL Leav	•	*Paid/Unpaid	Last Date Worked	FMLA/CFRA /PDLL/PFCB Adjustment Hours	Notes	Save	Submit	
1 10/24/2022 🛐	11/10/2022	B	Faculty Me	dical Leave*	 Image: A second s		~][v]	B		Notes	Save	Submit	Ξ.
30 To Return to	Search list				U18 PFC U18 PFC	B Family Care- CFF B Family Care- FML B Family Care-FML B Mil. Caregiver-FW B Parent Bond-FML B Parental Bonding B Parental Bonding B Qualify Exi-FMLA B Qualifying Exi-CF B Qualifying Exi-FM	A A VCFRA LA A/CFRA CFRA FMLA CFRA CFRA RA LA							

If "No" is selected, then the following default message appears:

Please consider selecting the appropriate FMLA/CFRA/PDLL for the leave of absence if applicable. (32004,340)

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XI	ended Ab	sence Details	JED Addi	uonai Earning	s Codes	workers Compensation	Sabbatical	Pay Pe	nod Dates to	r Ay Academics	Job Override:	A	machments [[::::]	1				
T	nansaction Number	Start Date	Expected Return Date	Actual Return Date		Leave	FMLA/CFR	RA/PDLL L	eave	Paid/Unpaid	d Last Wo	Date rked	FMLA/CFRA/PDLL Adjustment Hours	Workflow Status	Notes			
	256611	01/30/2019	02/13/2019		LT Medica	al BX*				Unpaid-Bloc	:k 01/02/	2019		Cancelled	Notes			
2	256709	01/30/2019	02/13/2019	02/13/2019	LT Medica	al BX*				Unpaid-Bloc	:k 01/01/	2019		Denied	Notes			
3	258025	01/30/2019	02/13/2019	02/13/2019	LT Medica	al BX*			Message									
lev	Extend	ed Absence	Request														④ 1 of 1	6
Ext	ended Ab	sence Details	JED Addit	tional Earning	s Codes	Pay Period Dates for AY A	Academics J	ob Over	Please cons	ider selecting the	appropriate FM	LA/CFF	RA/PDLL for the lea	ive of absence if	applicable	. (32004,340)		
	*Start Da	te *Expe Return	cted Actua Date I	al Return Date		Leave	FMLA/CF	RA/PDLI	OK								Submit	
	10/24/202	11/10/2	022 1	B P	arental Bor	ndina*		-				VI	191		NOTES	Save	Submit	F

Click "OK" to display a list of all FMLA/CFRA/PDLL Leave options.





New Extended Absence Req	uest	~~~~	market and the second	~~~				m	·····	Personalize Fin	View All	21 💽	First @ 10	rr 🛞 Cas
Extended Absence Details	JED Additional Ear	nings Codes Pa	ay Period Dates for AY	Academics	Job Overrides	Attachmen	ts 💷							
Start Date *Expected Return Date	Actual Return Date	L	Leave	FMLA	CFRA/PDLL Leave		*Paic	d/Unpaid	*Last Date Wo	ked FMLA/CFRA Adjustment	PDLL Notes	Save	Submit	
1 07/08/2022 07/22/2022	8 8	Parental Bondin	1g* 🗸	Employee's S Employee's S Family Care-	CFRA-PFCB	· ·			•	Ħ	Notes	Save	Submit	
Go To Return to Search list				Family Care- Family Care- Family SHC- Family SHC- Family SHC- Military Careg Military Careg Military Careg Military Careg Military Careg Parental Bon Parental Bon Parental Bon Parental Bon Parental Bon Parental Bon	FMILAPFCB FMILA/CFRA-PFC CFRA FMILA FMILA/CFRA giver-FMILA giver-FMILA giver-FMILA giver-FMILA ding-CFRA-PFCE ding-FMILA ding-FMILA-PFCB ding-FMILA/CFRA isability-FMILA/PC	B FCB								,
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If employee does not have enough PFCB entitlement to cover the request, an error message with the following pop-up message displays "Employee does not have enough PFCB Entitlement to cover this request, please update the request. (32001,1900)."

	Absence Management		
Request Extended Absence			
impi ID	LECT-AY Exempt Benefit Summary Re	wiew Absence Balance	
FMLA/CFRA Eligibility	FMLA/CFRA/PDLL Balances & Takes	PFCB Balance & Takes	
Eligible for FMLA?: 🔯 FMLA Override: 🗌	FMLA Balance: FULL CFRA Balance: FULL PDLL Balance: FULL	U18 Balance 107.2	
Eligible for CFRA?: 🖾 CFRA Override: 🗌	FMLA Taken: 0 CFRA taken: 0 PDLL taken: 0	U18 Taken 0	
Service Months: 53.71 Eligibility Hours: 1682.32			
Note: Exempt employees may be eligible regardless of the reflected eligibility ho	Ins. More Info Note: Balances and Takes are as of 10/31/2022		
Extended Absence Summary	Personalize   Find   View All   🖾	First 🕼 1-3 of 8 🚯 Last	
Extended Absence Details JED Additional Earnings Codes Workers' C	ompensation Sabbatical Pay Period Dates for AY Academics Job Overrides Attachme	ents (	
Transaction Number Start Date Expected Actual Return Date Return Date Leave	FM FMLA/CFRA/PDLL Leave Pald/Unpaid Last Date PD Worked Ad	LA/CFRA JLL/PFCB Workflow Status Notes Justment Hours	
1 433050 10/10/2022 10/21/2022 Parental Bonding*	U18 PFC8 Parent Bond-FMLA/CFRA Unpaid-Block 10/09/2022	Denied Notes	
2 256607 01/30/2019 02/13/2019 LT Medical BX*	Unpaid-Block 01/02/2019	Denied Notes	
3 256611 01/30/2019 02/13/2019 LT Medical BX*			
New Extended Absence Request	Employee does not have enough PFCB Entitlement to cover this request, please	update the request. (32001,1900)	of 1 🕑 Las
Extended Absence Details JED Additional Earnings Codes Pay Per			
*Start Date *Expected Actual Return Leave Leave	ОК	ave Submit	

In the example, the remaining PFCB entitlement balance is **107.2** hours, and the request is for **108** hours.

UCPath recommends that a the **Review Absence Balance** is done to check PFCB balances and entitlements.

## Extended Absence Transaction for Unit 18 PFCB: Qualified Personal Leave

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	Requ	est Exten	ided Absence	•														Ne	W
	Empl	ID					UC Merced Campus	LECT-AY-0	ONTINUING	Exempt	Benefit Surr	nmary Review	Absenc	e Balance					
	FML	A/CFRA	Eligibility					*FMLA	CFRA/PDLL E	Balances & Takes			*PFCI	Balance &	Takes				
	Eligil	ble for FM	ILA?:	FM	ILA Override	e: 🗆	PFCB override:	FMLA B	alance: NA	CFRA Balance: N/	PDLL Bala	ance: NA	U18	Balance 0					
	Eligil	ble for CF	RA?:	CF	RA Override	: 🗆		FMLA	Taken: 0	CFRA taken: 0	PDLL ta	aken: 0	U	18 Taken 0					
	Servi Note:	Exempt e	is: 140.52 employees ma	y be eligible re	gardless of t	s: ne reflecter	d eligibility hours. More I	*Note:	Balances and Ta	akes are as of 11/30/2021									
	Exte	nded Ab	sence Sum	mary						Persona	Ilize   Find   Vie	ew All   🔄   📑	Firs	t 🕢 1-3 of 3	🕑 Last				
T	Exte	ended Ab	sence Details	JED Addi	tional Earning	s Codes	Workers' Compensation	Sabbatical	Pay Period D	ates for AY Academics	Job Overrides	Attachments							
L	Tr	ansaction Number	Start Date	Expected Return Date	Actual Return Date		Leave	FMLA/CFRA/	PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDL Adjustment H	L/PFCB ours	Workflow Status	Notes				
11	1	380970	01/01/2023	01/10/2023		Parental B	3onding*	U18 PFCB P FMLA/	arent Bond- CFRA	Paid-Block	12/31/2022		100.00	Submitted	Notes				
	2	380965	12/19/2022	12/23/2022		Parental E	Bonding*			Paid-Block	12/18/2022			Submitted	Notes				
	3	380966	10/10/2022	10/31/2022		Parental E	Bonding*	U18 PFCB F FMLA/	amily Care- CFRA	Paid-Block	10/09/2022		100.00	Submitted	Notes				
	New	Extende	ed Absence	Request									Perso	nalize   Find	View All	2 🔣 🛛	First 🕚	<b>1</b> of	1
	Exte	ended Ab	sence Details	JED Addi	tional Earning	gs Codes	Pay Period Dates for AY	Academics	Job Overrides	Attachments 💷									
	0	* Start Da	te 2 Return	cted Actual Date D	ate		Leave	FMLA/CFR/	A/PDLL Leave	Paid/Ung	aid	Last Date Work	ed FML/	VCFRA/PDLL/P	FCB Notes	Save	Subm	it	
1	110	7/04/2022	2 1 07/08/20	22 🛐	BU U1	8 PFCB Qu	Jal. Pers. Leave 🗸			Paid-Block	~	06/30/2022	51		Notes	Save	Subm	it	

#### Create Qualified Personal Leave using the guidelines below

- Enter: **Start Date** (For example 7/04/2022)
- Enter: **Expected Return Date** (For example 7/8/2022)
- Select: U18 PFCB Qual. Pers. Leave (For this leave type, FMLA/CFRA/PDLL Leave is greyed out)
- Select: Paid/Unpaid select Paid-Block (PFCB should always be Paid-Block)
- Enter: Last Date Worked (For example, 6/30/2022)

#### **Example of a Note Entered**

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Click the **Notes** link and click in the **Requester Notes** field to enter a note.

Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit	
Paid-Block 🗸			Notes	Save	Submit	- +

Notes: are required for every leave request and are important for special handling.

Request	History			Personaliz	e [ 🔁		
itatus	Name	Date	Notes				
	Notes Employee is	s eligible for U18 PFCB Qu	al. Pers. Leave fro	m 7/1/2022-	×.		
	7/15/2022					-	Use section to enter Notes.
OK	Cancel						





For this example, the note entered is "**Employee is eligible for PFCB pay option U18 PFCB Qual. Pers.** Leave for 7/1/2022-7/15/2022."

Once the initiator reviews the entered note, click the **OK** button to return to **Request Extended Absence** leave request and then click **Submit** button.

					Click Submit button
2	Personalize   F	ind   View All   🔄   📑	🛛 🛛 First 🕢	) 1 of 1 🕟 Last	
Paid/Unpaid	*Last Date Worked	Adjustment Hours Not	es Save	Submit	
?aid-Block ✔	31	Not	tes Save	Submit [	<b>— +</b>

A confirmation message will appear, click **OK** to continue.

Message non un click OK	Message
	The Extended Absence Request was Submitted Successfully
	ОК

The leave request is submitted for approval and appears at the top of the **Extended Absence Summary** section.

	Empl ID UC Merced Campus	LECT-AY-CONTINUING Exempt Benefit Summary Review Absence Balance	
	FMLA/CFRA Eligibility	FMLA/CFRA/PDLL Balances & Takes	
	Eligible for FMLA?: FMLA Override: Eligible for FMLA?: CFRA Override: Service Months: 122.26 Eligible/Inty-Hours: 8/3.20 Note: Exempt employees may be eligible regardess of the reflected eligibility hours. More info	FMLA Balance: NA CFRA Balance: NA PDLL Balance: NA FMLA Taken: 0 CFRA taken: 0 PDLL taken: 0 Note: Balances and Takes are as of 11/30/2021	Workflow Status of submitted leave.
	Extended Absence Summary	Personalize   Find   View All   🗐   🕮   First 🚯 1.2 of 2 🕟   ast	
Submitted leaves appear in	Extended Absence Details JED Additional Earnings Codes Workers' Compensation	Sabbatical Pay Period Dates for AY Academics Job Overrides Attachments	
Extended Absence	Transaction Start Date Expected Actual Leave	FMLA/CFRA/PDLL Leave Paid/Unpaid Last Date FMLA/CFRA/PDLL Workflow Status Notes	
Summary	380974 07/15/2022 07/31/2022	Paid-Block 06/30/2022 Submitted tes	
	2 380971 07/01/2022 07/15/2022	Pald-Block 06/30/2022 Submitted Notes	
	New Extended Absence Request	Personalize   Find   View All (3)	First ④ 1 of 1   Last
	Extended Absence Details JED Additional Earnings Codes Pay Period Dates for AY Aca	demics Job Overrides Attachments	
	Start Date *Expected Actual Return Date Date Leave	FMLA/CFRA/PDLL Leave *Paid/Unpaid *Last Date Worked Adjustment Hours Notes	Save Submit
	1 3 9 9	V V Notes	Save Submit = +
Submitted leave in <b>Pe</b> status routed for local approval <b>UC AWE</b> <b>Approver02</b>	AM Extended Stage  The distance of Path  Pending  Madgine Approves  USANG Approves  So Search Int	: 380974, Trans Nbr: 0:Pending	

Extended Absence transactions route to Local AWE (Approval Workflow Engine) **UC AWE Approver02**. Once approved locally, the transaction request routes to UCPath **UC AWE Approver03** for entry into employee **Job Data** and final approval in **Administer Extended Absence**. Workflow Status updates to **Apprvl Prc**.



#### Editing Existing Leave Dates using the guidelines below

If the leave of absence needs to be edited or the employee needs to be returned from leave edit the existing dates.

Once employee returns from leave, edit the existing approved **Extended Absence Request**. Enter the **Actual Return Date**. AWE is triggered when leave transaction is edited and transaction will need to be Approved by location AWE prior to routing to UCPath.

Extended Absence transactions routes to Local AWE (Approval Workflow Engine) **Approver02**, once Approved locally, the transaction request routes to UCPath (Approver03) for entry into employee **Job Data** and final approval in **Administer Extended Absence**, Workflow Status updates to ApprvI Prc.

Once a transaction is Approved by UCPath (Approver03), Workflow Status updated to Approved.

Once employee is Returned from Leave, the JED is removed from the Return from Leave row and employee returns to Active pay status.

Dates (Start Date, Expected Return Date, Actual Return Date and Last Date Worked) for an approved existing leave can be edited, the changes would trigger AWE workflow. The leave request needs to be in approved status. For example, if approved leave has an Expected Return Date that changes from 7/30/2022 for employee returning to work on 8/2/2022, locations can edit the Expected Return Date and Actual Return Date to reflect 8/2/2022.