

## 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.

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### 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.

Use the **Extended Absence Summary** section to review the existing leave requests for the employee. This section stores up to two years of leave requests and displays three leaves at a time. Use the grid navigation buttons to view additional leaves. Use the tabs to view additional information related to the leave.

Location holds responsibility to Override Eligibility (FMLA, CFRA or PFCB) as applicable.

Use the **PFCB Balance and Takes Summary** section to review the U18 PFCB available/ remaining balances and U18 Takes. U18 beginning balance is 160 hours – 4 Weeks that renew annually.

- 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).

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**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.

Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Workflow Status	Notes
1	397710	06/20/2022	06/24/2022	U18 PFCB Qual. Pers. Leave			06/19/2022		Submitted	Notes
2	397706	06/01/2022	06/15/2022	Medical Leave*			06/08/2022		Submitted	Notes
3	397703	05/22/2022	05/30/2022	Parental Bonding*			05/30/2022		Submitted	Notes

If **“Yes”** is selected, then the U18 PFCB options become available.

Go To [Return to Search list](#)

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)**

Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Workflow Status	Notes
1	256611	01/30/2019	02/13/2019	LT Medical BX*		Unpaid-Block	01/02/2019		Cancelled	Notes
2	256709	01/30/2019	02/13/2019	LT Medical BX*		Unpaid-Block	01/01/2019		Denied	Notes
3	258025	01/30/2019	02/13/2019	LT Medical BX*						

Click **“OK”** to display a list of all **FMLA/CFRA/PDLL** Leave options.

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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).”**

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.



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

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

Use the **Extended Absence Summary** section to review the existing leave requests for the employee. This section stores up to two years of leave requests and displays three leaves at a time. Use the grid navigation buttons to view additional leaves. Use the tabs to view additional information related to the leave.

**Request Extended Absence**

Empl ID: [REDACTED] UC Merced Campus

**FMLA/CFRA Eligibility**

Eligible for FMLA?: ☐ FMLA Override: ☐ PFCB override: ☐  
 Eligible for CFRA?: ☐ CFRA Override: ☐  
 Service Months: 140.52 Eligibility Hours: [REDACTED]  
 Note: Exempt employees may be eligible regardless of the reflected eligibility hours. [More Info](#)

**\*FMLA/CFRA/PDLL Balances & Takes**

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

**\*PFCB Balance & Takes**

U18 Balance: 0  
 U18 Taken: 0

**Extended Absence Summary**

Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL/PFCB Adjustment Hours	Workflow Status	Notes
1	380970 01/01/2023	01/10/2023		Parental Bonding*	U18 PFCB Parent Bond-FMLA/CFRA	Paid-Block	12/31/2022	100.00	Submitted	Notes
2	380965 12/19/2022	12/23/2022		Parental Bonding*		Paid-Block	12/18/2022		Submitted	Notes
3	380966 10/10/2022	10/31/2022		Parental Bonding*	U18 PFCB Family Care-FMLA/CFRA	Paid-Block	10/09/2022	100.00	Submitted	Notes

**New Extended Absence Request**

Extended Absence Details | JED Additional Earnings Codes | Pay Period Dates for AY Academics | Job Overrides | Attachments

1 \*Start Date 2 \*Expected Return Date 3 Leave U18 PFCB Qual. Pers. Leave 4 Paid/Unpaid Paid-Block 5 \*Last Date Worked 06/30/2022 6 Notes

Save Submit

### 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

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

Paid/Unpaid: Paid-Block \*Last Date Worked: [REDACTED] FMLA/CFRA/PDLL Adjustment Hours: [REDACTED] Notes: [REDACTED] Save Submit

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

**Request History**

Status	Name	Date	Notes
			Employee is eligible for U18 PFCB Qual. Pers. Leave from 7/1/2022-7/15/2022

OK Cancel

Use section to enter Notes.

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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.

Personalize | Find | View All | First 1 of 1 Last

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

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

Message

The Extended Absence Request was Submitted Successfully

OK

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

Submitted leaves appear in Extended Absence Summary

Workflow Status of submitted leave.

Submitted leave in Pending status routed for local approval UC AWE Approver02

AM Extended Stage

ID: Empl Record: 0, Trans Nbr: 380974, Trans Nbr: 0:Pending

AM Extended Path

Pending Multiple Approvers UC AWE Approver02

Not Routed Multiple Approvers UC AWE Approver03

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**.

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### 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 Apprvl 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](#).