

Job Aid: Employees Eligible for Leave Programs at Both Campus and Medical Center

Overview of Process

This process applies to Locations with both a Campus and Medical Center (UCLA, UCD, UCSF and UCI) where an employee has a job at the campus as well as the medical center and is eligible for leave programs at each job location.

- ◆ All Campuses have vacation/sick leave programs. Some have Personal Time Off for academics.
 - ◆ Academic appointments cannot be made in the Medical Centers. Paid Time Off applies only to staff employees and is different from Personal Time Off for academics.
- ◆ Most Medical Centers have Paid Time Off programs.
 - ◆ Paid Time Off programs are currently only at Medical Centers and at the UCD Schools of Medicine and Nursing.
- ◆ Benefits and service credits are more uniform than leave programs across Medical Centers and Campuses.

Process Steps

Locations must create a separate job under each HR Business Unit (BU) for employees that are eligible for leave programs at both Campus and Medical Center.

UCPath System

- ◆ Leave accrual eligibility is determined based on the attributes tied to the job.
- ◆ If the employee has more than one job across the different BUs, then they need to have separate concurrent jobs in UCPath so the system can derive the eligibility for the different programs.
 - ◆ Note: Campus and Medical Center will need to closely coordinate when setting up the separate jobs, especially to ensure that the FTE for each job is accurate. Also, the employee may enter time in more than one timekeeping system if they have a job at the Campus and a job at the Medical Center (depending on the location).

Policy and Collective Bargaining Agreements (CBAs)

- ◆ If the employee works at a Medical Center, they are in the Paid Time Off program (except for UCSD Health).
- ◆ If the employee works at a Campus:
 - ◆ Staff employees are covered by PPSM 2.210 (Absence from Work) and accrue sick and vacation leave.
 - ◆ Academic appointees accrue leave according to Academic Personnel policy (APM) or collective bargaining agreements (CBAs).
- ◆ Eligibility is derived based on the job and is determined by how policy or collective bargaining agreement is written. Creating separate jobs for each BU is important for represented staff because reporting to the Union is required for each individual position.

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Scenario

What if the employee occupies two jobs and one job is < 50% FTE but the overall employee is 1 FTE?

UCPath System

- ◆ The employee will be eligible to accrue if both jobs are in the same bargaining unit or both covered by policy. Once the employee is determined to be eligible and also over the threshold, leaves for each job are accrued separately and then combined together to determine a final number. This ensures the correct accrual rate is used to accrue for each job.
- ◆ Keep in mind this is true most of the time but there are minor variations in the CBAs.

Policy and Collective Bargaining Agreements

- ◆ Policy as well as most CBAs and unrepresented staff and academic policies allow combining jobs in the same bargaining unit or 99/unrepresented unit for deriving the Absence Management eligibility. The same rule is also applicable for applying the threshold of 50% or more working hours during the accrual period.
- ◆ Per policy and CBAs, jobs can generally be combined to determine eligibility and then accruals run separately for each job. That is a general statement and there are some additional complexities. The current design of UCPath aligns with policy/CBA as applicable to the job.

UCPath Help Site Resources

Refer to the following topics on the UCPath Help site.

- ◆ *Initiate New Position Control Request*
- ◆ *Submit New Position Funding Entry Request*
- ◆ *Initiate Concurrent Hire Template Transaction*