

Type	Applicability	Action	Action Reason	Description	Criteria	Policy Reference	Current Practice (examples)	Additional Information	Future State	Should UCPC Flag Non-Compliance? (Include in R-108 criteria)	Scenarios	Eligible for UCRP Buy Back	Eligible for Direct Billing	Short Work Break?	Notes
Academic Students	Academic only	SWB	GST	Used to put academic students off pay status over the summer or in between quarters/semesters.	Limited to 4 consecutive months. Must only be used when there is an intent to return to student employment at the end of the SWB, but the job does not necessarily need to be in place.	N/A	[UCSC] Appointments are set up on EDB for an entire academic year, but with no distribution for the summer or quarter(s) in which they are not working. Student appointments are not benefits eligible. Some campuses separate and rehire students.		Enter a Short Work Break request, using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work. Employee will not be receiving pay during the period on Short Work Break (excluding Additional Compensation situations as appropriate).	Yes	A graduate student with fall and spring TA appointments.	N/A - Academic students are not eligible for UCRP	Academic Students enrolled in Faculty/Staff benefits will be able to continue in benefits via direct pay for the duration of their Stability Period	Yes	
Unit 18- Benefits Bridge Eligible	Academic only	SWB	BEN	Used to put a Unit 18 employee off pay status in between quarters/ semesters of active employment. The employee is eligible to request a Benefits Bridge.	Limited to 3 consecutive months. Non-Continuing Unit 18 titles must have an approved job to which they will return at the end of the SWB, otherwise a termination should occur.	http://ucnet.universityofcalifornia.edu/labors/bargaining-units/ix/docs/ix_2011-2015_sl08_benefits.pdf	[UCSC] If employee elects Benefits Bridge, they are placed on leave without pay in PPS and direct billing occurs. If they do not, they are separated (unless they have other jobs) and COBRA applies.	APM doesn't consider this a leave; it is currently entered as a leave so that direct billing can occur. Sometimes locations find out about the Bridge election after the separation has been processed, then they have to reinstate the employee to enter the leave.	Enter a Short Work Break request, using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work. Employee will not be receiving pay during the period on Short Work Break (excluding Additional Compensation situations as appropriate).	Yes	A lecturer with fall and spring teaching appointments.	No	Yes	Yes	
Unit 18- Benefits Bridge Not Eligible	Academic only	SWB	U18	Used to put a Unit 18 employee off pay status in between quarters/ semesters of active employment. The employee is not eligible to request a Benefits Bridge.	Limited to 12 consecutive months. Non-Continuing Unit 18 titles must have an approved job to which they will return at the end of the SWB, otherwise a termination should occur.	http://ucnet.universityofcalifornia.edu/labors/bargaining-units/ix/docs/ix_2011-2015_sl08_benefits.pdf	[UCSC] Employee would be separated and rehired (unless they have other jobs). Employee has COBRA option.		Enter a Short Work Break request, using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work. Employee will not be receiving pay during the period on Short Work Break (excluding Additional Compensation situations as appropriate).	Yes	A lecturer with recurring 9/9 appointments (e.g. works every fall quarter)	No	Even though the employee is not eligible for a benefits bridge, the employee must be offered to continue benefits via direct pay for the duration of their Stability Period.	Yes	
University Extension (UNEX)	Academic only	SWB	UNX	Used to put a UNEX Teacher off pay status in between periods of active employment.	Limited to 6 consecutive months. Must only be used when there is an approved job/contract to which they will return at the end of the SWB, otherwise a termination should occur.	N/A	[UCSC] Entered as by-agreement appointments with positive time reporting. DOS code=UNX. UNEX manages their contracts in a separate system and keys monthly BYA amounts on the PPS Roster. Appointments are set up for 1-3 years at a time. Appointments are not benefits eligible. Some campuses enter the amounts in Time and Attendance for interface to PPS Roster.		Enter a Short Work Break request, using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work. Employee will not be receiving pay during the period on Short Work Break (excluding Additional Compensation situations as appropriate).	Yes	A UNEX Teacher with two contracts with a break in service between them.	N/A - UNEX instructors are not eligible for UCRP	UNEX employees that meet benefit eligibility for Core benefits must be allowed to continue benefits via direct pay for the duration of their Stability Period.	Yes	
Variable Appointment	Academic only	SWB	VAR	Used to put an exempt academic employee with a highly variable schedule off pay status in between periods of active employment.	Limited to 12 consecutive months. Used during periods of inactivity for exempt academic appointees with intermittent service (e.g. seasonal or on-call).	N/A	[UCSC] Entered as exempt, salaried appointments with positive time reporting. When/If the employee works, a percent is keyed onto the PPS Roster that month. Appointments are set up for 1-3 years at a time. Appointments are not benefits eligible due to low percent time worked.		Enter a Short Work Break request, using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work. Employee will not be receiving pay during the period on Short Work Break (excluding Additional Compensation situations as appropriate).	Yes	An on-call or seasonal researcher or librarian.	No	Variable Appointment employees that meet benefit eligibility must be allowed to continue benefits via direct pay for the duration of their Stability Period.	Yes	
Research Funding Bridge	Academic only	SWB	RFB	Used to place an employee that is awaiting research funding on SWB.	Limited to 4 consecutive months. Used when the employee is not working and there is an approved reappointment that is pending the arrival of contract/grant funding. There must be proof of incoming funding.		The reappointment terms specify that the first portion of the appointment is at 0% due to lack of funding.	If the employee is still working during this time, their FTE should be reduced to 0% instead of using SWB. If funding is lost prior to an appointment end date, a termination/layoff should occur rather than a SWB.	Enter a Short Work Break request, using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work. Employee will not be receiving pay during the period on Short Work Break (excluding Additional Compensation situations as appropriate).	Yes	A researcher's appointment (job) ends June 30. A reappointment has been approved effective July 1, but the funding supporting the new project does not begin until October 1.	No	Employee that met benefit eligibility must be allowed to continue benefits via direct pay for the duration of their Stability Period.	Yes	Note from Vendor Management: If someone consciously is reduced to 0% time, the conscious act of ending benefits should also happen immediately (rather than waiting for two months of suspended premiums, followed by retroactive termination of coverage). Employees should also be notified of the impact on benefits. Created UCPATH-7198 to track configuration request for a new SWB Action Reason.
Partial-Year Career Furlough	Staff only	SWB	P09 P10 P11	Used to place a partial-year career employee on furlough. Action Reason selection will be based on the number of working months the partial-year career employee is scheduled to work: 9, 10, or 11 months.	Not to exceed a cumulative total of 3 months in a calendar year.	PPSM 3: http://policy.ucop.edu/doc/4010390/PPSM-3 Applicable CBAs	Entered as a leave of absence.	Partial-year career employees will receive the option of: - receiving paychecks during working months only or - spreading their paychecks over 12 months	Enter a Short Work Break request using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work. If the employee chooses to spread their pay over 12 months, the Partial-Year Career Position Deduction Plan Authorization form should be attached to the hire request.	Yes	A partial-year career employee with a 3 month furlough scheduled.	No	Yes	Yes	Direct Billing will be needed if the employee selects to receive pay during working months only. 8/14/20118: Kris Lange comment – For UCRP, should be eligible for buy back????? For H&W, this scenario defined in Group Insurance Regulations under "Temporary Layoff." For H&W, the UC contribution to any H&W plans continues during furlough, so direct bill is only for employee contributions

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Floaters	Staff only	SWB	FLT	Used for floater employees during periods of inactivity.	Limited to 4 consecutive calendar months. SWB can only be used when the department intends for the floater to return to employment following the SWB. If this is unknown, the employee should be terminated. The SWB should not exceed the floater's job record end date.	PPSM 3: http://policy.ucop.edu/doc/4010390/PPSM3 An appointee may be released at any time at the discretion of the University; however, the appointee must be notified of an early release in writing by the University. A floater appointment will automatically terminate on the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing.	Employees are separated upon completion of their job and rehired if they accept another job.	Note from HR CoE: Consistent with PPSM 3 (see quote in column G), a floater appointment will automatically terminate on the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing. However, floater appointments may be established at any percent of full time for up to a two-year duration. It is anticipated that an employee holding a floater appointment will work have different work assignments during that two year period and also that these employees will likely have periods within their appointment/job begin and end dates when they are not scheduled to work. An appointee in a floater appointment may be scheduled to work or not, as determined by the University. Any period when a floater is not scheduled to work within the appointment begin and end dates will be recorded as a Short Work Break in UCPath; however, these periods cannot be longer than four months, as four months off pay status will cause the employee to have a break in service and end the appointment (see PPSM 2, definition of Break in Service). After two years, policy requires that an employee in a floater appointment have a break in service of at least 120 consecutive calendar days. Therefore, a floater appointment must end after two years; extension beyond two years is not possible. After the required break in service, a new floater appointment of up to two years may be established.	Enter a Short Work Break request using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work.	Yes	A floater completes a job, goes back into the temporary pool (e.g. TOPs), and then is rehired for a temporary job again.	No	Floaters that meet eligibility for benefits must be allowed to continue benefits via direct pay for the duration of their Stability Period.	Yes	05/27/14: Configuration request for new SWB Action Reason is being tracked in UCPath-6012. 05/15/14: Added as a SWB type as a result of the FSPD Follow-Up Session on 5/12/14. 8/14/2018: Kris Lange comment -- UCRP Buy-back not relevant because Floaters are specifically excluded from UCRP (should be N/A??); For H&W, if in a Stability Period, coverage may be continued as though on unpaid leave of absence (no UC contribution, employee pays full cost of coverage via direct pay
Limited Employees	Staff only	SWB	LMT	Used for limited employees off pay status.	Limited to 4 consecutive calendar months. SWB can only be used when the department intends for the limited employee to return to employment following the SWB. If this is unknown, the employee should be terminated. The SWB should not exceed the employee's job record end date.	PPSM 3: http://policy.ucop.edu/doc/4010390/PPSM3 A limited appointment will automatically terminate on the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing.	Employees are separated upon completion of their job and rehired if they accept another job.	Note from HR CoE: Consistent with PPSM 3 (see quote in column G), a limited employee will be automatically terminate on the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing. If that extension results in a period off pay status within the appointment begin and end dates, such as winter break or summer break, that period off pay status will be recorded as a Short Work Break in UCPath. Limited appointments are to be used when the employee is expected to be on pay status for less than 1,000 hours in a period of 12 consecutive months. Locations should continue to be mindful of this when extending limited appointments. Limited appointments are most appropriate for short-term work with an expected end date.	Enter a Short Work Break request using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work.	Yes	A limited employee goes off pay status for less than 4 months.	No	Yes	Yes	05/27/14: Configuration request for new SWB Action Reason is being tracked in UCPath-9543. 05/22/14: Direct Billing would be triggered if the employee was eligible for health and welfare benefits. 05/15/14: New SWB type. Added as a result of the FSPD Follow-Up Session on 5/12/14. 8/14/2018: Kris Lange comment -- UCRP Buy-back not relevant because Limited Employees are not eligible for UCRP (should be N/A????); For H&W, if in a Stability Period, coverage may be continued as though on unpaid leave of absence (no UC contribution, employee pays full cost of coverage via direct pay)
Undergraduate Students: Casual/Restricted PPSM term is casual/restricted appointment. This appointment type covers registered undergraduate/graduate UC students.	Staff only	SWB	UST	Used to put casual restricted appointees (covered under PPSM) off pay status over the summer or in between quarters/semesters.	Limited to 4 consecutive calendar months. SWB can used when the department intends for the casual restricted appointee to return to employment following the SWB. If this is unknown, the casual restricted appointee should be terminated. The SWB should not exceed the student's job record end date.	PPSM 2: What is being referenced from this policy reg: casual/restricted appointees? http://policy.ucop.edu/doc/4010389/PPSM2 PPSM 3: http://policy.ucop.edu/doc/4010390/PPSM3 An casual/restricted appointee may be released at any time at the discretion of the University; however, the appointee must be notified of an early release in writing by the University. A casual/restricted appointment will automatically terminate on the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing.	Jobs are typically setup for an entire academic year, but with no distribution for the summer or quarter(s) in which they are not working. Some locations separate and rehire students.	Note from HR CoE: Consistent with PPSM 3 (see quote in column G), a casual/restricted appointee may be released at any time at the discretion of the University; however, the appointee must be notified of an early release in writing by the University. A casual/restricted appointment will automatically terminate on the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing. If that extension results in a period off pay status within the appointment/job begin and end dates, such as winter break or summer break, that period off pay status will be recorded as a Short Work Break in UCPath.	Enter a Short Work Break request using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work.	Yes	A casual/restricted appointee ends work in May, does not work in the summer, and begins work again in the same department and job in September.	N/A - Casual restricted appointees are not eligible for UCRP	Casual/Restricted employees are eligible for benefits if they meet Group B Initial Eligibility criteria. If these individuals go on a SWB during their Stability Period, they must be offered to continue benefits via Direct Pay.	Yes	05/27/14: Configuration request for new SWB Action Reason is being tracked in UCPath-9542. 05/15/14: Added back as a SWB type as a result of the FSPD Follow-Up Session on 5/12/14. 8/14/2018: Kris Lange comment -- For H&W, if in a Stability Period, coverage may be continued as though on unpaid leave of absence (no UC contribution, employee pays full cost of coverage via direct pay)
Temporary Layoff	Staff only	LOA	TLF	Unpaid time off to place an employee on temporary layoff.	Not to exceed a cumulative total of 4 months in a calendar year.	PPSM 60: http://policy.ucop.edu/doc/4010429/PPSM60 Applicable CBAs	Entered as a leave of absence		Continue with current practice of leave of absence.	Yes	A career employee is temporarily laid off for 4 months.	Yes	Yes	No	
Proposed - Nurses Pending Recertification	Staff only	LOA	NPR	Used to put a nurse off pay status while their license is pending renewal.	N/A	http://ucnet.universityofcalifornia.edu/labors/bargaining-units/nx/contract.html	[UCLA HS & UCB] Entered as a leave of absence without pay.	http://www.rn.ca.gov/licenses/lic-renewal.shtml#ren	Continue with current practice of leave of absence.	N/A	A current nurses' certification expires prior to their certification renewal being processed.	Yes	Yes	No	Created UCPath-9145 to track configuration request for a new LOA type.

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Proposed - Students on PELP	Staff and Academic	HIR/REH and TER	As Appropriate	Used to put students off pay status during the PELP (planned educational leave) period.	N/A	PACAO5-130 defines "student" to include individuals who are on approved educational leave, including PELP http://policy.ucop.edu/doc/2710533/PACAO5130	Varies widely. Some locations separate and rehire Students on PELP; others maintain active appointments and distributions during the PELP period.		Continue with current practice of re/hire and termination. For academic students, may use the already established Academic Students Short Work Break type (SWB/GST) if appropriate.	N/A	A student employee goes on PELP.	N/A - Academic and Casual restricted students are not eligible for UCRP	Casual/Restricted employees are eligible for benefits if they meet Group B Initial Eligibility criteria. If these individuals go on a SWB during their Stability Period, they must be offered to continue benefits via Direct Pay.	No	
Administrative Furlough	Staff only	N/A	N/A	Unpaid leave due to a predesignated systemwide furlough plan or strategy to address budget shortfall.	Criteria is based upon the mandated systemwide program.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	The GIRs have policies regarding benefit continuation during a Furlough. See pg. 63 of the current GIRs for detail.	No	Any future systemwide furlough programs would be evaluated for implementation guidelines at the time of the policy decision.