

**SHORT WORK BREAK**

(Revised 10/24)

An employee may be put on Short Work Break (SWB) in specific situations where there is a break in paid service to the University. SWB should only be used when there is an intent for return to paid service within a specified period of time. The return does not necessarily have to be to the same job. SWB must be used in compliance with other Academic Personnel Manual, Red Binder, and applicable MOU policies.

SWB does not constitute an offer of future employment. Appropriate processes for future appointments must be followed according to the appropriate Red Binder and contractual policies.

During SWB the employee may not perform any duties for the University. SWB may be used in the following situations:

Academic Student employees (GSRs, TA, Associate, Reader, Remedial Tutor)

The employee may be put on SWB status during summer or during academic quarters in which there is no appointment. SWB is limited to four consecutive months and may only be used when there is an intent to return to student employment at the end of the SWB.

Lecturers (pre-six or Continuing)

The employee may be put on SWB in between quarters of active employment. For pre-six lecturers, this only applies during a 1-, 2-, or 3-year appointment term. The employee may or may not be eligible for a benefits bridge. For 9/9 pre-six appointments, the UCPath record must be terminated at the end of the 1, 2 or 3 year commitment. The effective date of the Termination transaction should be based on the pay period end date of the last quarter worked in that commitment term. See Article 7A.A.4.

Research series

The employee, who is self-funded as a PI or Co-PI, may be put on SWB during periods of an approved appointment when a break in funding occurs and no work is being performed. Research SWB is limited to four months.

At the end of a SWB the employee must either return to paid employment or the job must be ended.

The [Short Work Break matrix](#) provides additional guidance regarding the use of SWB.