Leave Information for Department Analysts

Roles and Responsibilities:

Department Analysts
Department Analysts are responsible for:

- Providing employees with general policy information and guidance.
- Reviewing employee policy leave eligibility.
- Providing general legal leave entitlement information (FMLA, CFRA, PDL) to employees (via the AP website).
- Assisting employees with AP Folio:
  - Assisting with Leave request questions
  - Uploading leave endorsements
  - Initiating a leave request on the employee’s behalf, as needed.
- Managing department leave parcel uploads, routing, and following up on the approval process as needed.
- Monitoring existing approved leaves (in Job Data and via reports) and following up with employees as needed (e.g.: return to work transitions, paperwork follow-up, reasonable accommodations, etc.).

College Analysts
College Analysts are responsible for:

- Providing expert policy guidance and interpretation to departments and Deans.
- Confirming employee policy leave eligibility and working with departments to resolve issues.
- Uploading/routing college policy leave approvals via AP Folio leave parcels.

AP Analysts
AP Analysts are responsible for:

- Providing expert policy guidance and interpretation to College and Department Analysts, upon request.
- Post audit of college leave approvals.
- Managing exception and AVC leave approval processes.
- Providing pertinent leave approval details to AP-Path for UCPath entry and to AP Office manager for entry in AP Folio, as appropriate.

Leave Administrator
The Leave Administrator is responsible for:

- Managing FMLA, CFRA and PDLL processes:
  - Providing the necessary resources, notices and corresponding paperwork to employees. (e.g. FMLA Notice of Eligibility, Certification forms, Designations, and Return to Work paperwork.)
  - Including Department Analysts in non-confidential communications with the employee.
- Providing guidance to Department Analysts related to legal leave entitlements.
- Overseeing the entry of all leave transactions in UCPath, following receipt of policy approvals.
Leave Administration from a Department Perspective

Leave Inquiries

- Assist employees with locating and understanding appropriate leave information:
  - Red Binder Section VI – Leaves & Compensation – local policy related to leaves of absence.
  - Academic Personnel Manual (APM) Section 5 - system-wide policy on leaves of absence.
  - Legal Leave Entitlements – information and resources related to state and federal leave entitlements that are applied to approved policy leaves, when applicable.
  - Union Contracts – system-wide union agreements on leaves of absence.
- Review employee information in AP Folio and UCPath to identify leave options available to the employee (Sabbatical credits available, quarters of paid leave available, accruals available to remain on pay status, etc.)
- Provide employees information on initiating leave requests in AP Folio.
  - AP Folio – Request a Leave (requires sign in).

Leave Requests

- Review leave requests for completeness, assisting employees as needed, (may initiate on an employee’s behalf).
- Prepare department leave endorsements and route requests to the department approval authority.
- Monitor in-process leave requests in AP Folio, ensuring they are moving through the process in a timely manner.
- Work with College and AP Analysts when additional information is needed.

Approved Leaves

- Review Job Data and Data Warehouse Reports to validate data compared to approvals, contacting AP-Leave@ucsb.edu if discrepancies are noted.
- Stay in contact with employees on leave, confirming employees’ intent to return, and/or assisting with leave extensions or other questions.
- Notify College and AP Analysts of changes to existing leave approvals as needed.

Returning from Leaves

- Review Job Data to confirm the Return from Leave appears on the employee’s job.
- Review first paycheck following a return from leave to confirm pay is issued correctly.
- Notify the AP-Path team of any issues/discrepancies.

Medical Leaves

- The AP Leave Administrator initiates all required employee notifications and paperwork related to legal leave entitlements; department contacts are cc’d on all non-confidential communications.
  - Departments may forward emails to other appropriate contacts when they know the employee is not checking their work email in order to ensure the information is received by the employee or delegate.
  - Departments may be asked to follow up with employees when needed.
- General legal leave entitlement information can be found on the AP site; questions related to these entitlements can be addressed to ap-leave@ucsb.edu.

Leave Issues to Watch For

- Leaves and Pay Issues: delays in approvals, revisions, or receipt of paperwork can lead to missed- and over-pay. Departments are responsible for initiating any actions with BFS related to pay corrections.
- Sabbatical Credits: Sabbatical credit deductions are incorrect in UCPath. Verify employee Sabbatical accruals are correct, and notify ap-path@ucsb.edu of any issues.
- Partial Paid Leaves: For non-accruing titles, partial paid leaves are managed via JED (Job Earnings Distribution), and issues are common. Please review pay regularly, and notify ap-path@ucsb.edu ASAP if issues are noted.
Understanding Leave Information in Job Data

Leaves are entered in Job Data by UCPC. Review leave entries by paging through Job Data for all leave related actions.

1. The **Effective Date** of the start of leave will appear in Job Data with the corresponding leave Action/Reason.
2. The **Action/Reason** provides information on leave type entered and pay status during leave.
3. **Payroll Status** provides information regarding the pay status while on leave. This remains unchanged unless the pay status of a leave change during the course of the leave, or until the return is processed in Job Data.
4. The **History/Current/Future** field provides context to the status of that data row in Job Data.
   a. **History** are all data rows before the top, current-active data row. If a change is entered in Job Data while the leave is active, page through to find the leave transaction Action/Reason.
   b. **Current** is the top data row currently active. When a leave is active, the Payroll Status will always reflect the Leave status (exception – reduced schedule and intermittent leaves do not appear in Job Data).
   c. **Future** shows all Job Data entries with a future Effective Date. (Note: AY leaves typically have the future dated return entered in Job Data in advance.)
5. The < and > buttons are used to navigate through **History**, **Current** and **Future** rows of Job Data.
6. The **Expected Return Date** and **Last Date Worked** dates related to the leave.

Once the **Return from Leave** (2) is added to Job Data, **Payroll Status** (3) returns to active, and the **Expected Return Date** and **Last Date Worked** fields (6) no longer appear. (Note the **Future** status (4), shown below denoting a future **Effective Date** entry.)

Departments can also review [Data Warehouse reports](#) to review Job Data and Extended Absence transactions.