

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).
 - [Leaves User Guide](#) – Instructions on initiating a leave request in AP Folio.

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 remain unchanged unless the pay status of a leave changes 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.

Work Location Job Information Job Labor Payroll Salary Plan Compensation UC Job Data

Employee Name Empl ID 00000000
Employee Empl Record 0

Work Location ?

1 Effective Date 10/15/2020

Effective Sequence 0

2 Action Paid Leave of Absence
Reason Pregnancy Disability Leave

3 Payroll Status Paid Leave of Absence

Job Indicator Primary Job

4 Current

5 Find First 1 of 1 Last
Go To Row

Position Number 00000000 ACADEMIC COORD II-FY
Override Position Data

Position Entry Date 09/01/2018
 Position Management Record

Regulatory Region USA United States
Company UCS University of California
Business Unit SBCMP UC Santa Barbara Campus
Department DEPT Department

Department Entry Date 07/01/2018
Location GIRVE-2317 Girvetz Hall
Establishment ID UCSB UC Santa Barbara Date Created 10/09/2020

Last Start Date 08/03/2015
Expected Job End Date 07/01/2021 End Job Automatically
6 Expected Return Date 12/18/2020 Override Last Date Worked
Last Date Worked 10/14/2020

Job Data Employment Data Earnings Distribution Benefits Program Participation

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.}

Work Location Job Information Job Labor Payroll Salary Plan Compensation UC Job Data

Employee Name Empl ID 00000000
Employee Empl Record 0

Work Location ?

1 Effective Date 11/26/2020

Effective Sequence 0

2 Action Return from Leave
Reason Return From Leave

3 Payroll Status Active

Job Indicator Primary Job

4 Future

Position Number 00000000 ACADEMIC COORD II-FY
Override Position Data

Position Entry Date 09/01/2018
 Position Management Record

Regulatory Region USA United States
Company UCS University of California
Business Unit SBCMP UC Santa Barbara Campus
Department DEPT Department

Department Entry Date 07/01/2018
Location GIRVE-2317 Girvetz Hall
Establishment ID UCSB UC Santa Barbara Date Created 10/09/2020

Last Start Date 08/03/2015
Expected Job End Date 07/01/2021 End Job Automatically
 Override Last Date Worked

Job Data Employment Data Earnings Distribution Benefits Program Participation

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