Unit 18 Short Work Break (SWB) Decision Guide:

- **Is the current appointment active in UCPath?**
  - No – Process a Rehire upon receipt of the instructions provided with the post-audit:
    - Break in Service or new job/position – **Rehire** template with corresponding Reason Code (either >180- or <=180-day break).
    - No Break in Service into same job/position – **Rehire/Reinstatement** template *(updates will be applied by the central team after the reinstatement has been fulfilled by UCPC).*
  - Yes - **Is the current appointment in a pre-six Job Code?**
    - No – Continuing titles should have SWB applied if in a 9/9 Job Code:
      - non-working quarters are input centrally based on post-audit instructions from AP-Policy team.
      - summer SWB should be requested via the UCPath Cert in AP Folio1.
    - Yes – **Is the new appointment in a 9/9 Job Code?**
      - No – 9/12 appointments should not have a break in service that requires SWB *(exceptions are case by case and determined by the AP Policy team).*
      - Yes – **Is the appointment in the midst of a multi-year term?** *(Term appointment between years 1 and 2; or years 2 and 3)*
        - No – 9/9 appointments should be terminated at the end of their existing term appointment if there is a break in service.
          - If the current term appointment ends in fall or winter (break in subsequent quarters), process a **Termination** template.
          - If the current term appointment ends in spring:
            - If the new term appointment is 9/9 (break over summer), process a **Termination** template.
            - if the new term appointment transitions to 9/12 (no actual break), **do not terminate**. It will be updated with the new data points following the post audit. SWB could be requested via UCPath Cert in AP Folio only if *delays in 9/12 appointment processing will lead to a significant overpayment.*
        - Yes – SWB should be applied:
          - non-working quarters are input centrally based on workload/post-audit instructions from AP-Policy team.
          - summer SWB should be requested via the UCPath Cert in AP Folio1.

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1 Note – if the Payroll Status is SWB from prior quarter, no action is needed – record remains on SWB until new workload/post audit attributes are applied for the new year.