

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.

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.