

Type	Description	Criteria	Processing	Examples	Notes
Academic Students (GSR, TA, Associate)	Used to put academic students off pay status over the summer or in between quarters. May be used between academic year and summer session teaching	Limited to 4 consecutive months. Must only be used when there is an intent to return to student employment at the end of the SWB, but the return does not necessarily have to be to the same job (e.g. Summer Session, switch from TA to GSR.)	Dept: Extend expected end date of current job. Enter a Short Work Break request, using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work. Dept: final approval	A graduate student with spring & fall TA appointments or with spring & summer session appointments.	Action reason GST
Lecturer (pre-six or Continuing)	Used to put a Unit 18 employee off pay status in between quarters of active employment. The employee may or may not request a Benefits Bridge.	Limited to 2 consecutive quarters (plus summer if bridge quarter is spring or fall.) Non-Continuing Unit 18 titles must have an approved job to which they will return at the end of the SWB. The return does not necessarily have to be to the same job.	AP: Extend expected end date of current job. Enter a Short Work Break request, using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work. AP: final approval	A pre-six lecturer with fall and spring teaching appointments but not winter. Continuing Lecturer with intermitent teaching.	SWB could be up to 9 months for a continuing lecturer who only teaches one quarter a year. (Action Reason BEN if Benefits Bridge is requests, U18 if no Benefits Bridge)
Research Funding Bridge	Used to place an employee that is not working due to pending research funding on SWB.	Limited to 4 consecutive months. Used when the employee is not working and there is an approved reappointment that is pending the arrival of contract/grant funding. There must be proof of incoming funding.	AP: Extend expected end date of current job or enter new job. Enter a Short Work Break request, using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work. AP: final approval	A researcher's job ends June 30. A reappointment has been approved effective July 1, but the funding supporting the new project does not begin until October 1.	If the employee is still working during this time, they should change to without salary status instead of using SWB.