Academic Employee Leaves Workshop
March 16, 2022
Agenda

• Family/Medical Leaves (FML): Legal Leave Entitlements
• Resource updates and reminders
• Leave Processing and UCPath
• Leave Funding Scenarios
• Admin Stipends
• Leave Module updates
• APM 025 and OATS reporting
• Departmental Verifications and Reminder
Family/Medical Leaves (FML) and FMLA/CFRA/PDLL

- State & federal laws provide protections to eligible employees:
  - Family and Medical Leave Act (FMLA), federal
  - California Family Rights Act (CFRA), state
  - Pregnancy Disability Leave Law (PDLL), state

- Legal entitlements are applied on top of policy approved leaves

- Information and resources for departments and employees can be found on the AP website at https://ap.ucsb.edu/leave.of.absence/medical.pregnancy.leave.entitlements.protections.and.resources/
Family/Medical Leaves (FML) and FMLA/CFRA/PDLL

- Academic employee initiates their request for medical leave in AP Folio

- Leave Administrator:
  - Is notified via email of the new leave parcel
  - Identifies FML eligibility
  - Provides the academic employee (cc’s department) the information & paperwork related to legal leave entitlements

    Files and associated paperwork related to leave entitlements are maintained by the Leave Administrator and should not be included in department files

  - Questions about leave entitlements? Refer to Leave section of the website, or email ap-leave@ucsb.edu

- The Leave Parcel routes through normal process for endorsement, policy approval, and post-audit.
Department Responsibilities – FML Leaves

• Details on Leave roles and responsibilities can be found on the AP website under Leave Information for Department Analysts.

• Ensure FML communications are routed correctly, and forward if needed.
  • May be asked to follow up with employees if there is no response to email requests.
  • Important with Return to Work certifications – release required prior returning to work.

• Pay attention to timing of actions, and potential downstream impacts - late approvals/late UCPath entry may result in missed pay or overpayments.
  • Work with BFS directly if pay corrections are required.
  • If benefits impacts are identified, the employee needs to initiate a case with UCPC. If there is an urgent need – escalation can be requested by emailing ap-path@ucsb.edu.

• Use Leave Reports to track on Extended Absence transactions.
  • see AP website for report instructions
  • reach out to ap-leave@ucsb.edu if issues are noted.

• Kronos entry is NOT required for academics, unless otherwise instructed.
Pay for Family Care and Bonding (PFCB)

PFCB is a pay option for FMLA/CFRA eligible employees taking an applicable leave:

• Eligible Leaves:
  • to care for a family member with a serious health condition
  • to bond with a new child (birth, adoption or placement)
  • military caregiver or qualifying exigency leave

• Pay is at 70% for up to 8 weeks each calendar year
• FML designation must be applied to receive this benefit
  • *requires employee to provide proper documentation or the leave becomes unpaid*

*ASE’s, GSR’s and Postdocs have other pay options available and are not currently eligible for PFCB

**Lecturer/STE titles have a PFCB option with pay at 100% for up to 4 weeks effective 7/1/22*
Requesting a Leave with PFCB

When an employee submits a leave request that includes PFCB:

- FML eligibility is identified on the leave parcel in the eligibility criteria section, as well as in the FML notice email sent to the employee (department is cc’d).
- If FMLA/CFRA criteria are not met (“No” is checked in the FML eligibility criteria box), and policy approvals are still pending, the department should work with the employee to revise the leave parcel (to request other pay options, or shift the request to unpaid).

the AP Leave Administrator reviews if FML (FMLA/CFRA) criteria are met.
Leave with PFCB Policy Approvals

- Leaves with PFCB may receive policy approvals prior to FML designations being finalized. Leave with PFCB approvals include a clause stating that these approvals will continue as an unpaid leave if FML designations are not applied.

- If the employee wants to request a different pay option available to them, departments are responsible working with the College and central AP Analysts on any leave modification approvals.

Example Policy Approval Language:

Your request to receive pay under UC’s Pay for Family Care and Bonding (PFCB) is approved from: ____ to: ____, so long as any required FML forms have been received by the AP Leave Administrator, final eligibility has been determined, and the FMLA and/or CFRA designations have been applied.

Note: if your leave is not designated under one of the required legal entitlements, the PFCB pay option will not be applied to your approved leave. Leave approvals will remain in effect, but the leave will be without pay. Please work with your department to submit a revised request, if needed.
Department Responsibilities - PFCB

Post Leave Approval

• Pay attention to timing of actions and identify potential downstream impacts that require additional action
  • example: late approvals/late UCPath entry resulted in an overpayment

• Use Leave Reports to track on Extended Absence transactions (see AP website for report instructions)

• Review Job Data Earnings Distribution - includes PFL (paid) & LPJ (unpaid) codes
  • Make sure the JED is removed following an employees return from leave to avoid underpayment

• Review Paycheck Summary:
  • Reflect the 70% PFCB pay AND 30% unpaid portions during the dates of PFCB leave
  • Pay following PFCB is correct (reverts to all REG, unpaid, etc. based on any continuing Leave approvals)

• Work with BFS, as needed:
  • Overpayments if leave entry was late
  • Missed pay if the JED was not removed on time following the return from leave
Department Responsibilities - PFCB

Timekeeping

• Exempt employee pay and FML/PFCB decrements are managed centrally via JED. No Timekeeping entry is required.

• Titles that report hours in Kronos as positive pay (hourly) will need to enter the Family Care and Bonding – 8 (or prorated hours by FTE) code to ensure:
  • Hours uploaded for non-exempt employees are properly coded to pay at 70%.
  • FML/PFCB balances (8 weeks) are properly decremented in UCPath.
  • The Extended Absence transaction must be in place prior to Timekeeping uploads for successful interface transactions between Kronos and UCPath.
General Leave Resources

*Resources related to all leave types (Personal, Sabbatical, Medical, etc.)*

- **Leave of Absence** section on AP website
- **Leave Information for Department Analysts** under Resources for Department Analysts
- **Data Warehouse** reports
- **User Guide** instructions on requesting leaves through AP Folio
Leave of Absence webpage

Employee & Department Resources:

- Policy information
- Legal leave entitlements
- Unpaid Leaves and Direct Billing
- Disability Insurance
- Family Friendly Resources
Resources for Department Analysts

- Forms
- UCPath
- UC Outside Activity Tracking System (OATS)
- UC Recruit
  - Job board and online application system for open academic positions at UCSB.
- Postdoctoral Scholar Appointments
- Graduate Student Appointments
- Non-Senate Faculty (Lecturers & STE)
- Research Appointments
- Lecturer SOE Series Transition, July 2019
- Frequently Asked Questions
- Intergovernmental Personnel Act (IPA) Agreements
- Payment for Online Course Development
- Courtesy and WOS Appointments
- Summer Research Additional Compensation Toolkit

Leaves of Absence

- Leave Information for Department Analysts
- Leaves User Guide
- Data Warehouse Extended Absence Report Guide
- Data Warehouse Employees on Leave in Job Data Report Guide
- Leave of Absence - Policy and Legal Entitlement Information
Leave Information for Department Analysts

• Identifies roles and responsibilities throughout the leave process
• Overview of leave administration from a department perspective
• Reviewing leave information in Job Data
Data Warehouse Leave Reports

*Employees on Leave* report pulls data from **Job Data**

*Extended Absence Report* pulls data from **Extended Absence** module

- Overview of leave dates, leave type and pay status
- Report Guides – provide field definitions and report overviews (located under Resources for Dept. Analysts)
  
  [https://ap.ucsb.edu/resources.for.department.analysts/](https://ap.ucsb.edu/resources.for.department.analysts/)
Reviewing approved leaves entered in UCPath

• Review Data Warehouse Reports
  • Audit all leave information in Extended Absence
  • Review current leave data in Job Data

• Validate leave data in Job Data
  • Leave dates
  • Pay status
  • Earnings Distribution (if a partial paid leave like parental with PFCB)
  • Return from leave

• If Job Data issues are identified, notify the Leave Administrator ap-leave@ucsb.edu

• Departments are responsible for initiating any pay related actions due to late leave approvals/UCPath fulfillment.
Leave Funding Scenarios

• Partial Sabbatical supplement and Special Research Leaves*
  • Overall professorial position remains at 1.0 FTE
  • Split funded on professorial position
  • e.g. 67% on state funds, 33% on grant funds

• UCPath
  • Leave Entry is managed centrally in AP via Extended Absence (EA)
  • Funding entry is managed by the department
  • *Special Research Leaves: when pay is issued directly to the employee by the outside agency, this is managed as a “leave no pay JED” via the EA transaction (no funding entry) – JED can be viewed in Job Data within the Earnings Distribution link and will appear as a REG/LPJ % split.
Other Funding Scenarios

• Release to Grant/Course Buyout (not a leave)
  • Professorial position split-funded, OR:
    • Professorial position’s FTE reduced + Researcher-AY position added

• UCPath (if split position)
  • Requested via the AP Folio UCPath Certification & Input Form
    • AP creates the new Researcher position, and reduces the FTE on the Professorial position
    • Department:
      • hires into the new Researcher position (with the “End Job Automatically” box checked)
      • validates that all data points (on both job records) appear correct
      • ensures the professorial position FTE is restored at the end of the release/buyout
A note on Special Research Leaves

• Important to verify whether funds are administered through UCSB or paid directly to the faculty member
  • Former = 100% pay through UCSB, either split-funded or split-position
  • Latter = partial pay status at UCSB, partial *unpaid* leave

• Always requires AVC approval, even if Dean has endorsed
  • Must always submit these requests in AP Folio
Admin Stipends while on Leave

• Faculty on sabbatical or other extended leave may not receive administrative stipends

• If candidate wishes to continue receiving stipend while on leave, they must include justification in the text box:
  • What admin duties will they continue to perform?
  • How will they perform these duties while on leave?

• If not, contact EVC’s office to suspend admin stipend payments for duration of leave
Admin Stipends– cont’d

• Senate Faculty: Admin Stipend Question on Leave Request Form:

  Will you be earning an administrative stipend during the leave period (e.g. Director/Chair)?:
  
  - Yes
  - No

• If “Yes” is checked:
  - Need narrative explaining what they will be doing during leave to earn stipend

• If “No” is checked, indicating stopping a current stipend:
  - Coordinate with EVC’s office to pause payment
Online Leave Module Process Flow

1. Employee submits request
2. Dept Analyst reviews, Dept Chair endorses
3. College Analyst reviews, Dean approves/endorse
4. Forward to AP for post-audit/AVC approval and UCPath processing
User Guide – submitting leave requests in AP Folio

• Step-by-step guide for various leave types for:
  • Faculty
  • Leave-Accruing Titles
  • Postdocs

• General legal medical leave entitlements information

• Posted at:
  • Resources for Academic Employees
  • Resources for Department Analysts
  • Leave Request form (academic employees)
  • Leave of Absence → Requesting a Leave of Absence
Multiple Units and/or Jobs

• Single Employee in a Single Title over multiple units
  • e.g. Professor in Computer Science and Physics
  • Employee only submits one request
  • Each department’s request is processed separately

• Single Employee in Separate Titles
  • e.g. Continuing Lecturer + Project Scientist
  • Employee must submit separate request for EACH title
Leave Module Updates – Accruing Titles

• Dates of Leave—encompasses entire leave period

• Leave Type and Accruals used
  • Break out sub-periods of leave:
Leave Module Updates – Accruing Titles, cont’d

- Employee lists accruals available to use toward leave:

  Accruals Available:
  If you will use accruals to remain on pay during the course of your leave, please provide your current accrual balances certifying that accruals are available:

<table>
<thead>
<tr>
<th>Accrual Type</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick</td>
<td>228</td>
</tr>
<tr>
<td>Vacation</td>
<td>104</td>
</tr>
<tr>
<td>PTO</td>
<td>0</td>
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</table>

- Department verifies accrual count is accurate:

  I certify that the employee has the accruals available to remain on pay status for the duration of the requested paid leave.

  ✔️
# Approval Authority

<table>
<thead>
<tr>
<th>Title</th>
<th>Control Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Titles (Senate Faculty and Unit 18 Faculty)</td>
<td>Dean</td>
</tr>
<tr>
<td>Research Titles (Researchers, Project Scientists, Specialists, Postdocs)</td>
<td>AVC</td>
</tr>
<tr>
<td>Academic Student Employees</td>
<td>Dept Chair/Unit Director</td>
</tr>
<tr>
<td>Academic Coordinators</td>
<td>Dean or AVC</td>
</tr>
<tr>
<td>Librarians</td>
<td>University Librarian</td>
</tr>
<tr>
<td>Exceptions to Policy (any of the above)</td>
<td>AVC</td>
</tr>
</tbody>
</table>
Outside Activities (APM-025)

• Category I prior approvals should be obtained before the leave can be approved
  • Double-check Cat I notation on Leave form
  • Double-check Leave notation on OATS form

• Read through the leave request to see if Cat I might be applicable

• Work with your faculty to request Cat I prior approval in OATS
APM-025 and OATS

• Senate and Adjunct faculty at >= 50%

• Summer Reporting
  • Hours reported only if simultaneously drawing summer salary

• Reporting while on LNS
  • Activity input required
  • No effort (hours) reporting required

• Category III
  • Not required to be input unless there is student involvement
  • Required if full-time administrator compensated for activity
OATS Reporting Stages

• It is a multi-step process!
  1. Category I prior approval – BEFORE undertaking the activity
  2. Hours of effort – WHILE undertaking Cat I and Cat II activity
  3. Annual Certification – AFTER the AY is over

• #1 source of faculty misconception that they have “already submitted” OATS report

• Point them to the step-by-step user guides:
  • ap.ucsb.edu/resources.for.department.analysts/oats/training.resources/
Department Responsibilities: General Leaves

• See “Leave Information for Department Analysts” document

• First stop for academic employee consultation for:
  • Providing general policy info and guidance
  • Reviewing leave eligibility

• Assisting employees with leave request submission

• Managing leave request uploads, following up on routing

• Monitoring existing approved leaves in UCPath
  • Follow up with employees as needed
  • Notifying AP if leave entry issues are noted
Department Responsibilities: Other Considerations

• Currently earning admin stipend?
  • Suspend or continue

• Serving as PI on grant?
  • Contact Sponsored Projects officer in OR to address potential impacts

• Where is the funding coming from?
  • Administered by UCSB vs paid direct to employee

• Category I approval required?
  • Don’t just take the form input at face value
What else should departments check for?

• Accuracy of available accruals
  • Sabbatical credits
  • Quarters of paid (e.g. medical) leave available
  • Sick/Vacation/PTO accruals to accommodate paid dates of leave

• Sabbatical validations
  • Request contains narrative addressing points in APM 740-94
  • In-Residence sabbatical is justified

• Is the leave type within policy?
  • Are they eligible for the type of leave being requested?
Reminders

• Observe submission deadlines as outlined in Red Binder
  • Especially for 9/12 employees!
• ASMD: not technically a leave, but a modification of job duties
• FMLA/CFRA/PDLL: not a leave itself, but a designation applied to a policy approved leave that provides job protection
• Done outside AP Folio:
  • Clock/service limitation extension only
  • Cancelling/ MODIFYING already-approved leave within same AY – see User Guide!
# Contacts

<table>
<thead>
<tr>
<th><strong>Leave Administration</strong></th>
<th></th>
</tr>
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<tbody>
<tr>
<td>UCPath Entry</td>
<td><a href="mailto:AP-Path@ucsb.edu">AP-Path@ucsb.edu</a></td>
</tr>
<tr>
<td>FML/Legal Leave Entitlements</td>
<td><a href="mailto:AP-Leave@ucsb.edu">AP-Leave@ucsb.edu</a></td>
</tr>
<tr>
<td><strong>Lia Cabello</strong></td>
<td>x 5979 <a href="mailto:lia.cabello@ucsb.edu">lia.cabello@ucsb.edu</a></td>
</tr>
<tr>
<td>HFA, Social Sciences, Education, CCS</td>
<td></td>
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<tr>
<td><strong>Mira Lázaro</strong></td>
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</tr>
<tr>
<td>MLPS, Bren School, Engineering</td>
<td></td>
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<tr>
<td><strong>Joanna Kettmann</strong></td>
<td>x 5048 <a href="mailto:joanna.kettmann@ucsb.edu">joanna.kettmann@ucsb.edu</a></td>
</tr>
<tr>
<td>Specialists, Project Scientists, Professional Researchers</td>
<td></td>
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<tr>
<td><strong>Billy Ko</strong></td>
<td>x 4441 <a href="mailto:billy.ko@ucsb.edu">billy.ko@ucsb.edu</a></td>
</tr>
<tr>
<td>Postdoctoral Scholars, Academic Student Employees</td>
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