Academic Employee Leaves Workshop

April 7, 2021
Agenda

• APM 025 and Other Considerations
• Leave Processing and UCPath
• Leave Module updates
• Legal Leave Entitlements
• Resource updates
• Departmental Verifications
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/
Other Considerations

• Currently earning admin stipend?
  • Suspend or continue

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

• 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
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

• Release to Grant/Course Buyout
  • Professorial position’s FTE reduced
  • Researcher-AY position added
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 AVC approval and/or UCPath processing
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

• Senate Faculty: Admin Stipend Question

  Are you currently earning an administrative stipend (e.g. Director/Chair)?:
  
  ○ Yes
  ○ No

• PI/Co-PI Note (applies to faculty and researchers)

  If you are a principal investigator (PI or co-PI) during the requested leave period, please coordinate with your departmental staff to contact the Sponsored Projects Office about your leave.
Leave Module Updates – Accruing Titles

• Dates of Leave– simplified!

![Dates of Leave: 2021-03-01 to 2021-04-15](Image)

• Leave Type and Accruals used
  • Break out sub-periods of leave:

![Leave Type Requested: 2021-03-01 to 2021-04-15](Image)
## Approval Authority

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

• The academic employee initiates their request in AP Folio
• Leave Administrator is notified via email
• Leave Administrator provides academic employee and department staff with the appropriate information and paperwork related to legal leave entitlements
  • Files and associated paperwork related to leave entitlements is maintained by the Leave Administrator and should not be included in department files
• Details on Leave roles and responsibilities can be found on the AP website under Leave Information for Department Analysts
• Questions about leave entitlements? Refer to Leave section of the website, or email ap-leave@ucsb.edu
Resources

- **Leave of Absence** section on AP website
- **Leave Information for Department Analysts** under Resources for Department Analysts
- **Data Warehouse** reports
- **User Guide** updates
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

Leave 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 of Absence webpage

Employee & Dept Resources:

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

**Leave 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](#)

- Identifies roles and responsibilities throughout the leave process
- Overview of leave administration from a department perspective
- Reviewing leave information in **Job Data**

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**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. **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 remains 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.
   - **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.
   - **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).
   - **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.
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/
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
  • 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.
User Guide

• 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
What are departments responsible for?

• 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
What 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
## Contacts

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<th><strong>Leave Administration</strong></th>
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<tr>
<td><strong>UCPath</strong></td>
<td><strong><a href="mailto:AP-Path@ucsb.edu">AP-Path@ucsb.edu</a></strong></td>
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<tr>
<th><strong>Lia Cabello</strong></th>
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<tr>
<th><strong>Helly Kwee</strong></th>
<th><strong>x 5428</strong></th>
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<th><strong>Joanna Kettmann</strong></th>
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<th><strong><a href="mailto:joanna.kettmann@ucsb.edu">joanna.kettmann@ucsb.edu</a></strong></th>
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<tr>
<th><strong>Billy Ko</strong></th>
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<th><strong><a href="mailto:billy.ko@ucsb.edu">billy.ko@ucsb.edu</a></strong></th>
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