Extended Leaves for AP

Medical Leaves

Navigation: https://ucrsupport.service-now.com/ucr_portal/

ServiceLink Form (Medical Leaves)

Medical Leaves – UCPath Reasons

<table>
<thead>
<tr>
<th>LEAVE</th>
<th>PAID/UNPAID</th>
<th>REASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>4806/4804.1 Salary Continuance</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>TBD</td>
</tr>
<tr>
<td>Employee’s SHC-CFRA</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>CFR – CFRA</td>
</tr>
<tr>
<td>Employee’s SHC-FMLA</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>MED – Medical</td>
</tr>
<tr>
<td>Employee’s SHC-FMLA/CFRA</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>MED – Medical</td>
</tr>
<tr>
<td>Family SHC-CFRA</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>FAM – Family Care</td>
</tr>
<tr>
<td>Family SHC-FMLA</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>FAM – Family Care</td>
</tr>
<tr>
<td>Family SHC-FMLA/CFRA</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>FAM – Family Care</td>
</tr>
<tr>
<td>Military Caregiver - FMLA</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>MIC – Military Caregiver</td>
</tr>
<tr>
<td>Parental Bonding - CFRA</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>PAB – Parental Bonding</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>LEAVE</th>
<th>PAID/UNPAID</th>
<th>REASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parental Bonding - FMLA</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>PAB – Parental Bonding</td>
</tr>
<tr>
<td>Parental Bonding – FMLA/CFRA</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>PAB – Parental Bonding</td>
</tr>
<tr>
<td>Pregnancy Disability – FMLA/PDLL</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>PDL – Pregnancy Disability Leave</td>
</tr>
<tr>
<td>Pregnancy Disability - PDL</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>PDL – Pregnancy Disability Leave</td>
</tr>
<tr>
<td>Bone Marrow/Organ Donation*</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>ADM – Administrative</td>
</tr>
<tr>
<td>Childbearing*</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>CHI – Childbearing</td>
</tr>
<tr>
<td>Family Illness/Injury*</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>PER – Personal</td>
</tr>
<tr>
<td>Medical Leave*</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>PER – Personal</td>
</tr>
</tbody>
</table>

Updated 9/25/2018
Supp FML Note: A regular status employee who has exhausted all Family and Medical Leave is eligible for Supplemental Family and Medical Leave (Supp FML) for up to an additional 12 workweeks or until the end of the calendar year, whichever is less.

Policy References: APM 710 and APM 715

*Leave can be entered in UCPath with an FMLA/CFRA/PDLL designation

Leave Information

Employee Information
Request Information

For policy guidance and forms, consult Resources for Academic Leaves of Absence.

Additional Information

For additional information on ASMD, consult the FAQ for Family Friendly Policies webpage.
Leave Tasks

Tasks assigned at the Accountability Structure level are optional. If you do not want separate tasks for sending/receiving leave packet and routing for approval, check only “Create a single task for all Task Listed Below.” This will generate a single task for the Accountability Structure Fulfiler to fulfill and close.

Comments

Comments are NOT required, but should be added. For example, no pay information is included in the ServiceLink request. Any additional information that you believe your SSC OR the UCP path Center should know about the leave should be included in the Comments section.

Attachment

Attachments are not required to submit an extended leave. If attachments are included as part of the request, ensure that the uploaded documentation conforms with UCR confidentiality policy and guidelines, and protects the privacy and security of health information (e.g. HIPAA).

If you opt NOT to submit the request, click on Cancel. This action will delete the request form from the system and redirect you to the ServiceLink homepage.

To submit the request click on “submit.” You will be directed to a confirmation page.

ServiceLink Initiator

Every transaction is composed of a Request Number (REQ), Item (RITM), and Tasks (SCTASK).

Clicking on the RITM Number and Description will take you to a view-only of the ServiceLink Fulfiler of the submitted Onboarding Transaction.

This “Stage” icon allows you to track a transactions’ progress through fulfillment. Three green checks means that all tasks are closed and the submitted transaction is complete.

Once a ServiceLink form is successfully submitted, the Initiator will be directed to this confirmation page.

Updated 9/25/2018
ServiceLink Initiator (continued)

ServiceLink Fulfiller

Data Required for UCPath Absence Management Transactions (All)

<table>
<thead>
<tr>
<th>Key Data Point</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>N/A</td>
</tr>
<tr>
<td>Employee ID</td>
<td>N/A</td>
</tr>
<tr>
<td>Start Date</td>
<td>N/A</td>
</tr>
<tr>
<td>Expected Return Date</td>
<td>N/A</td>
</tr>
<tr>
<td>Leave Type</td>
<td>N/A</td>
</tr>
<tr>
<td>Leave</td>
<td>N/A</td>
</tr>
<tr>
<td>Absence Reason</td>
<td>N/A</td>
</tr>
<tr>
<td>Comments</td>
<td>UCPath required comments if you are updating the original leave.</td>
</tr>
<tr>
<td>Last Day Worked</td>
<td>Required if the last day the person actively worked is not the day before the Leave Effective Date. If nothing is entered, Last Day Worked will default to Leave Effective Date minus 1 day.</td>
</tr>
</tbody>
</table>
## Additional Data Required for UCPath Transaction – Extended Leave

<table>
<thead>
<tr>
<th>Data Point</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date change will take effect</td>
<td>Data point will default to Extended Absence’s Start Date.</td>
</tr>
<tr>
<td>Last Day Worked</td>
<td>Required if the last day the person actively worked is not the day</td>
</tr>
<tr>
<td></td>
<td>before the Leave Effective Date.</td>
</tr>
<tr>
<td></td>
<td>If nothing is entered, the Last Date Worked will default to Leave</td>
</tr>
<tr>
<td></td>
<td>Effective Date minus 1 day.</td>
</tr>
</tbody>
</table>

## Additional Data Required for UCPath Transaction – FMLA

<table>
<thead>
<tr>
<th>Data Point</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Eligibility Flag 3 – At least 50 employees are employed with the employer within 75 mile radius</td>
<td></td>
</tr>
<tr>
<td>State Eligibility Flag 1 – Employee has been employed for at least 12 months</td>
<td></td>
</tr>
<tr>
<td>State Eligibility Flag 2 – The Employee has worked at least 1250 hours in the past 12 months</td>
<td></td>
</tr>
<tr>
<td>State Eligibility Flag 3 – At least 50 employees are employed with the employer within 75 miles radius</td>
<td></td>
</tr>
</tbody>
</table>

## Additional Data Required for UCPath Transaction – Workers’ Comp

<table>
<thead>
<tr>
<th>Data Point</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Eligibility Flag 1 – Employee has been employed for at least 12 months</td>
<td>N/A</td>
</tr>
<tr>
<td>State Eligibility Flag 2 – The employee has worked at least 1250 hours in the past 12 months</td>
<td>N/A</td>
</tr>
<tr>
<td>State Eligibility Flag 3 – At least 50 employees are employed with the employer within 75 mile radius</td>
<td>N/A</td>
</tr>
<tr>
<td>Add Attachment</td>
<td>Location (UCR) must attach the Workers’ Comp Pay Election Form for Workers’ Comp leaves.</td>
</tr>
</tbody>
</table>