Extended Leave
Workers’ Compensation
Learning Topics

- Injury Reporting
- No Lost Time Past Date of Injury
- Workers’ Compensation Temporary Disability Payments
- Lost Time Past Date of Injury – Payroll Processing
- Workers’ Compensation UC Supplemental Benefits
- Time and Attendance (TARS) Leave Types
- Case #1: Kathleen Cool, Date of Injury: 01/04/2018
- ServiceLink Entry – New Request, Change/Extend, and Return to Work
- Workers’ Compensation UCPath Transaction
- Returning the Employee to Work
- 4806/4804.1 Salary Continuance for Police and Safety Officers
- Overpayment
- UCPath Center Role & Responsibilities
Housekeeping

Cell Phones

Breaks

Restrooms
Injury Reporting

• Employee/Supervisor/Department submitted an injury report through Employer’s First Report (EFR) on-line system: http://ehs.ucop.edu/efr

• The system will send an automatic notification to:
  • Supervisor
  • Workers’ Compensation Office
  • EH & S
  • Department Representative – upon request
  • HR Partner – upon request
  • Safety Partner – upon request

• Employee files a workers’ compensation claim.

• Workers’ Compensation office will transmit the information from EFR to the claim system
No Lost Time Past Date of Injury

- Date of Injury is always full pay regardless the time of injury.
- The payroll process doesn’t change
  - Monitor for possible future lost time
  - Encourage department to follow Mandatory Return to Work guidelines:
    > To prevent Lost Workdays
    > To reduce cost to employee, Department & Workers’ Compensation program
    > To keep payroll process simple & continuous
- Intermittent leave for follow-up medical appointments (including physical/occupational therapy) requires the use of accrued sick leave. The one exception to this is when the University has scheduled a medical examination with a Qualified Medical Examiner for an injured employee, in which case the employee is paid by the department and given release time.
  
  Time Attendance: Use SWC: Workers Comp – Sick or VWC: Workers Comp – Vacation
- In order for employees to minimize the amount of sick leave used for such appointments, employees can attempt to schedule these appointments outside normal working hours or during lunch hours. If that is not possible, the employee can request permission to adjust the work hours that day so as to not have to use accrued leave or lose time from work. [https://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=600-85](https://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=600-85)
Workers’ Compensation Temporary Disability Payments

Per CA Labor Code temporary disability payment is *approximately two-thirds of the average weekly salary up to a maximum amount*. Temporary disability payment is a benefit mandated by the State of CA paid to an employee who is temporarily unable to work due to a work-related injury (in lieu of regular wages).

Temporary Disability (TTD) Payments will be sent to employee by UC Third Party Administrator for workers’ compensation, Sedgwick, CMS. Normally every 2 weeks.

- Claim is accepted/approved
- Employee is off work after 3 calendar days. Temporary disability checks are not paid the first three calendar days an employee is unable to work unless if
  - an employee is hospitalized as an inpatient, or
  - an employee is off work for more than fourteen (14) days.

Temporary Disability will be terminated when:

- Employee returns to work
- Employee is off work more that 104 weeks (TD is capped at 104 weeks)
- Employee is deemed Permanent & Stationary (P & S) by the treating physician

There is an exception under CA Labor Code 4806/4804.1 Salary Continuance for Police/Safety Officer – [see slide 77](#)
Lost Time Past Date of Injury – Payroll Processing

Because Workers’ Compensation cases are unique in itself and the workers’ compensation benefits are complex, the coordination process has many components. The collaboration between UCR and UCPath as well as Sedgwick, CMS is absolutely critical.

• UCR Team:
  • Injured Employee
  • Injured Employee Department
  • Workers’ Compensation Office
  • Leave Specialist/Coordinator
  • HR Partners
  • Shared Service Centers
  • Disability Management Coordinator/Return-to-Work

• UCPaTh Team:
  • Work Force Administration (WFA)
  • Benefits (BN)
  • Payroll (PY)

• Third Party Administrator for Workers’ Compensation: Sedgwick, CMS

We are working toward the same goals of getting the employee is paid in a timely and efficient manner. Submission of the Workers’ Compensation leave packet/paperwork as soon as possible will help prevent any additional delays.
Date of Injury is always **full pay** regardless the time of injury.

**Employee is off work less than 3 days**

**Department:** Time will be submitted through TARS

**Leave Coordinator:** Monitor time check balance accruals, workstatus reports, availability of accommodations

- Catastrophic leave doesn’t not apply on workers’ compensation leave. Please see the Catastrophic Leave Sharing Program: [https://hr.ucr.edu/policies/policiesandcontracts/leavesharingguidelines.html](https://hr.ucr.edu/policies/policiesandcontracts/leavesharingguidelines.html)

- Prior to payroll closing:
  - Check with Workers' Compensation office on **the status of the claim** (accepted, denied, or on delay)
  - Check the **Time and Attendance** to ensure appropriate coding - [see slide 13](#)
Lost Time Past Date of Injury – Payroll Processing (cont.)

Date of Injury is always **full pay** regardless the time of injury.

**Employee is off work for more than 3 days**

**Department:** submit Extended Leave Request (Service Link Request)

**Leave Coordinator/SSC:** submit/transmit the Leave to PeopleSoft/UCPath

- FML eligibility & FML packet
- Sick/Vacation Leave Authorization Letter (Workers’ Compensation Election Form)
- Monitor time: check balance accruals, workstatus reports, availability of accommodations
- Consult with employee: explanation on how payroll and benefits will be processed, advise on filling out timesheet/Time & Attendance correctly, be aware of leave accrual balances for employee’s nearing exhaustion, required paperwork, possibility of filing short-term disability (Liberty Mutual now Lincoln Financial) and short-term disability premium.
- Catastrophic leave doesn’t not apply on delayed workers’ compensation claim
- Prior to payroll closing:
  - Submit **Extended Absence Request (Service Link)** along with Sick/Vacation Leave Authorization Letter (Election Letter)
  - Check with Workers’ Compensation office on **the status of the claim** (accepted, denied, or on delay)
  - Check the **Time and Attendance** to ensure appropriate coding
Lost Time Past Date of Injury – Payroll Processing (cont.)

Date of Injury is always **full pay** regardless the time of injury.

**Employee is off work for more than 3 days**

- **CLAIM STATUS:** Check with Workers’ Compensation office on the **status of the claim** (accepted, denied, or on delay)

**Claim is accepted:**
Temporary disability checks will be sent to the employee. Check with Workers’ Compensation office regarding the period of time being paid. WC Office will send TTD payment listing to Leave Coordinator upon request.

**Claim is denied:**
No temporary disability checks will be sent. Employee will need to use own accruals to cover the lost time. Advise employee to file for a short-term disability through Liberty Mutual (Lincoln Financial) when it’s appropriate.

**Claim is on delay:**
No temporary disability checks will be sent. Employee will need to use own accruals to cover the lost time. Advise employee to file for a short-term disability through Liberty Mutual (Lincoln Financial) when it’s appropriate.
Employee is off work for more than 3 days

Check the **Time and Attendance** to ensure appropriate coding

- Date of Injury is always **full pay** regardless the time of injury.
- During the 3-(calendar) day waiting period:
  - Time Attendance: Use SWC: Workers Comp – Sick or VWC: Workers Comp – Vacation
- Claim on delay:
  - Time Attendance: Use SWC: Workers Comp – Sick or VWC: Workers Comp – Vacation
- Claim is accepted:
  - Submit time only up to the date of TTD being paid.
  - If Time attendance has been submitted to cover the period in question, then a correction needs to be submitted (through I-181) otherwise Employee will be double-paid. This usually occurs for retroactive temporary disability payment (claim is accepted at a later stage).
  - I-181 report – reversal or correction for time – submitted by Shared Services
Workers’ Compensation UC Supplemental Benefits

• **OPTION 1:** USE SICK AND VACATION LEAVE TO SUPPLEMENT TEMPORARY DISABILITY CHECKS.
  - Receive 100% of your salary while temporarily disabled for a work-related injury or illness.
  - The department will first apply your sick leave and next use of vacation leave accruals.
  - medical, dental, and vision care insurance premiums will continue
  - earn normal retirement service credit.
  - earn sick leave and vacation at the normal rate, and may use it as you earn it.

• **OPTION 2:** USE SICK LEAVE ONLY TO SUPPLEMENT TEMPORARY DISABILITY CHECKS.
  - OPTION 1 & 2 ARE ELIGIBLE FOR EXTENDED SICK LEAVE (ESL).

• **OPTION 3:** USE NO LEAVE ACCRUALS – BE ON A LEAVE WITHOUT PAY STATUS

**Refer to Sick/Vacation Leave Authorization or Workers’ Compensation Election Form**
## Time and Attendance (TARS) Leave Types

<table>
<thead>
<tr>
<th>TYPE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB</td>
<td>Sick - Bereavement</td>
</tr>
<tr>
<td>SBM</td>
<td>Bone Marrow / Organ Don Ext</td>
</tr>
<tr>
<td>SER</td>
<td>Emergency Relief Leave</td>
</tr>
<tr>
<td>SDV</td>
<td>Professional Dev - Sick</td>
</tr>
<tr>
<td>SR</td>
<td>Rehabilitation - Sick</td>
</tr>
<tr>
<td>SWC</td>
<td>Workers Comp - Sick</td>
</tr>
<tr>
<td>SBX</td>
<td>BX Other</td>
</tr>
<tr>
<td>SFS</td>
<td>Self FML - Sick</td>
</tr>
<tr>
<td>SFF</td>
<td>Immediate Family FML - Sick</td>
</tr>
<tr>
<td>SFI</td>
<td>FMLA (Intermittent) - Sick</td>
</tr>
<tr>
<td>SMC</td>
<td>Military Care FML - Sick</td>
</tr>
<tr>
<td>SPB</td>
<td>Sick - Parental Bonding</td>
</tr>
<tr>
<td>SPD</td>
<td>Pregnancy Disability - Sick</td>
</tr>
<tr>
<td>SF</td>
<td>Supplemental FML - Self - Sick</td>
</tr>
<tr>
<td>SFO</td>
<td>Supplemental FML - Others - Sick</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPD</td>
<td>Professional Dev - Vacation</td>
</tr>
<tr>
<td>VR</td>
<td>Rehabilitation - Vacation</td>
</tr>
<tr>
<td>VWC</td>
<td>Workers Comp - Vacation</td>
</tr>
<tr>
<td>VFF</td>
<td>Immediate Family FML - Vacation</td>
</tr>
<tr>
<td>VFI</td>
<td>FMLA (Intermittent) - Vacation</td>
</tr>
<tr>
<td>VMC</td>
<td>Military Caregiver FML - Vacation</td>
</tr>
<tr>
<td>VPB</td>
<td>Vacation Parental Bonding</td>
</tr>
<tr>
<td>VPD</td>
<td>Pregnancy Disability - Vacation</td>
</tr>
<tr>
<td>VFS</td>
<td>Supplemental FML - Self - Vacation</td>
</tr>
<tr>
<td>VFO</td>
<td>Supplemental FML - Others - Vacation</td>
</tr>
<tr>
<td>VMS</td>
<td>Military Spouse/Domestic Prtnr - Vacation</td>
</tr>
<tr>
<td>VQE</td>
<td>Qualifying Exigency - FML - Vacation</td>
</tr>
<tr>
<td>VFR</td>
<td>Rehabilitation FML - Vacation</td>
</tr>
</tbody>
</table>
Case #1: Kathleen Cool, Date of Injury: 01/04/2018

- Kathleen Cool is a monthly, exempt employee. She filed a cumulative trauma injury to her right hand due to repetitive use of keyboard and computer mouse.
- Claim is accepted on 01/18/2018.
- Kathleen had carpal tunnel surgery on 7/25/2018 and off work since. The workstatus report from KOJ states that she will be off work for approximately 6 weeks and she had a post-surgery appointment on 08/16/2018.

- FML paperwork and Election form needs to be sent to Kathleen – Kathleen needs to choose which option she’d like to take.
  - Election Form
- Extended Absence Request (ServiceLink) needs to be submitted
- Review Time & Attendance (TARS)
In this scenario, Kathleen chose Option 2: Use Sick Leave only to supplement temporary disability payments.
ServiceLink

Requested Workers’ Comp Leave
(entered by Department or Leave Coordinator)
New requests, changes and/or extensions to existing Workers’ Comp Extended Leaves, and return to work are requested by **Department or Leave Coordinator** using the Extended Leave Administration form in ServiceLink.
## 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>
**Medical Leaves – UCPath Reasons (Cont.)**

<table>
<thead>
<tr>
<th>LEAVE</th>
<th>PAID/UNPAID</th>
<th>REASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parental Bonding*</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>FAM – Family Care</td>
</tr>
<tr>
<td>Parental Leave under APM/IX*</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>FAM – Family Care</td>
</tr>
<tr>
<td>ST Family BX*</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>TBD</td>
</tr>
<tr>
<td>ST Medical BX*</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>TBD</td>
</tr>
<tr>
<td>Supplemental FML+ (see note below)</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>PER – Personal</td>
</tr>
<tr>
<td>Workers' Comp ESL*</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>WKC – Workers’ Compensation</td>
</tr>
<tr>
<td>Workers’ Comp*</td>
<td>Paid/Unpaid Leave of Absence</td>
<td>WKC – Workers’ Compensation</td>
</tr>
</tbody>
</table>

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

+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.
Leave Information

Select the Leave Reason from the dropdown – for Workers’ Compensation, select “Medical Leave” from the dropdown.

If this is a new Workers’ Compensation leave request, the box should be left empty.
The incumbent’s name can be entered manually (last name first, followed by the first name). The search function, designated by the magnifying glass, can also be used.

Once the Employee Name field is populated, the incumbent’s Position Number(s) will appear. If the incumbent has more than one job, the first position number will be their primary job. Click on the downward arrow to see additional positions.

Incumbent Job and Position Data will populate below. Note that the UCPath Employee ID is included in this dataset. This data is for informational use and is pulled from UCPath via HRDW. The data is accurate as of 24 hours ago.
For a Workers Comp leave, select Workers’ Compensation or Workers’ Compensation ESL (when applicable).

If the leave taken is designated as FMLA (Family and Medical Leave Act), select the appropriate code from the dropdown.

At the time of the request, the initiator is required to enter a Proposed Effective Date and an Expected Return Date. These dates can be modified by submitting a change/extend existing leave once the leave has been processed and entered in UCPath.

In the scenario given, because we know Employee is going to be off work for more than 14 days, waiting period is waived, therefore, Leave Start Date is 07/25/2018.

At the time of submission, the initiator also need to specify the leave interval. Leave Intervals can be:
- Block Leave (employee is on continuous leave)
- Reduced Schedule (employee is still working, but on a reduced schedule)
- Intermittent Leave (employee is on a “partial” leave – e.g. working 2 weeks a month)
Request Information (Cont.)
For policy guidance and forms, consult **UCR Local Procedure 2.210 – Leave of Absence, Bargaining Contract, WC Campus Policy**

Notice that ServiceLink Leave Reason Codes are very different from those in UCPath. That is because Medical leaves designated FMLA/CFRA/PDLL and transacted TWICE in UCPath. The actual leave is first entered, followed by the FMLA/CFRA/PDLL designation.
Leave Tasks

Only two tasks are part of the ServiceLink extended leave request. The Accountability Structure will be assigned the “Send/Receive Leave Packet” task (and leave consultation with employee) and the Shared Services Center will be assigned the task “Submit UCPath Transaction.” Depending on your SSC, the Send/Receive Leave Packet task may be the responsibility of the SSC.

Comments should be added (See slide# 13) - include DOI, waiting period info, Appt. %, regular shift/schedule and others pertinent information.
Both tasks will need to be manually closed upon completion for the RITM ticket to reflect a Closed Complete State. It is the responsibility of the task assignee to ensure the corresponding task(s) are closed after completion.

After submitting a ServiceLink Extended Leave request, two tasks will be simultaneously generated – Send/Receive Leave Packet and Submit UCPath Transaction. Who sends and received the leave packet is dependent on your Accountability Structure and SSC. Please check your SSC agreement for additional information.
Once the leave has been entered in UCPath, the SSC task to “Submit UCPath Transaction” will close. The Leave Coordinator will monitor the leave and will work with the department to change/extend the leave as needed as well as return the employee to work.

Once the Accountability Structure task to send and receive the leave packet is closed, the Shared Service Center will receive their task of submitting the UCPath transaction.
To submit the request click on “submit.” You will be directed to a confirmation page. Keep in mind that your SSC will only receive the request once the Accountability Structure fulfiller has closed the Send/Receive Leave Packet task.

**IMPORTANT:** Because payroll processing has a tight timeframe, SSC needs to work with the Accountability Structure Fulfiller to complete the task so the process won’t get delayed.

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.

Attach signed Sick/Vacation Leave Authorization Letter (also known as Workers’ Compensation Election Form)
# 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>
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</tr>
<tr>
<td>Employee ID</td>
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</tr>
<tr>
<td>Start Date</td>
<td>N/A</td>
</tr>
<tr>
<td>Expected Return Date</td>
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</tr>
<tr>
<td>Leave Type</td>
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</tr>
<tr>
<td>Leave</td>
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</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 Date 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 before the Leave Effective Date.</td>
</tr>
<tr>
<td></td>
<td>If nothing is entered, the Last Date Worked will default to Leave Effective Date minus 1 day.</td>
</tr>
</tbody>
</table>
Leave Information

If an Extended Leave request has already been submitted and is in UCPath, but you need to change the details of the leave or extend the leave, the box should be checked.

Select the Leave Reason from the dropdown – for Workers’ Compensation, select “Medical Leave” from the dropdown.
Request Information

For a Workers Comp leave, select Workers’ Compensation or Workers’ Compensation ESL (when applicable).

If the leave taken is designated as FMLA (Family and Medical Leave Act), select the appropriate code from the dropdown.

These dates can be modified by submitting a change/extend existing leave once the initial leave has been processed and entered in UCPath.

At the time of submission, the initiator also need to specify the leave interval. Leave Intervals can be:
- Block Leave (employee is on continuous leave)
- Reduced Schedule (employee is still working, but on a reduced schedule)
- Intermittent Leave (employee is on a “partial” leave – e.g. working 2 weeks a month)
Once a ServiceLink form is successfully submitted, the Initiator will be directed to this confirmation page.

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 Fulfiller 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.
Clicking on the RITM (from previous screen) will take you to your request. This page has information that will tell you the stage of the ticket as well as who is working on your request.

The Stage field gives information pertaining to the status of your request. Once all tasks associated with this request are closed, the stage will update automatically to “Closed Complete.” This means that your request has been successfully completed and transacted in UCPath.
Once both tasks have been manually closed in ServiceLink, the RITM Stage will automatically update to “Closed.”

Two tasks will be displayed simultaneously – one assigned to the ELA Accountability Structure Fulfiller (to Send/Receive the leave packet) and the other to the ELA Shared Services Center Fulfiller (to submit the UCPath Transaction). Check with your Shared Services Center regarding who is responsible for sending and receiving the leave packet to/from the employee.
Workers’ Compensation Supplemental Benefits
Extended Sick Leave (ESL)

- Upon exhaustion of sick and vacation leave accruals, under Option 1 & 2, employee will be eligible for “Extended Sick Leave Benefits”. The University will pay up to 80% of normal salary.

- The University will continue making contributions toward your medical, dental, and vision care insurance benefits.

- Employee will earn retirement service credit at 80%. During Extended Sick Leave, you will accrue sick and vacation leave at the normal rate. If employee separates before returning to work, vacation earned while on Extended Sick Leave will be paid.

- Extended Sick Leave benefits is up to 26 weeks per injury. When the temporary disability checks cease, Extended Sick Leave benefits will cease also. Note: While on Extended Sick Leave, employee cannot supplement to 100% pay status.

- Eligibility for Extended Sick Leave is based on the following:
  - Employees must be receiving temporary disability workers’ compensation payments; and
  - Employees must exhaust all of their accrued sick leave (and vacation leave if Option #1 is chosen).

- To check accrual balance, utilize UCPath/PeopleSoft Admin-Review Absence Balance screen.

- Send an Extended Leave Request for a status change to UCPath if the employee will be on ESL or Leave without Pay status.

- Notify the Workers’ Compensation Office for employees who are approaching the end of ESL period.
Workers’ Compensation Supplemental Benefits ESL (cont.)

<table>
<thead>
<tr>
<th>Leave</th>
<th>Beginning Balance</th>
<th>Taken</th>
<th>Earned</th>
<th>Adjustments</th>
<th>Ending Balance</th>
<th>Accrual Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Months</td>
<td>346.00</td>
<td>0.00</td>
<td>1.00</td>
<td>0.00</td>
<td>347.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Vacation</td>
<td>249.85</td>
<td>0.00</td>
<td>16.25</td>
<td>0.00</td>
<td>266.10</td>
<td>384.00</td>
</tr>
<tr>
<td>Sick</td>
<td>322.55</td>
<td>0.00</td>
<td>8.12</td>
<td>0.00</td>
<td>330.68</td>
<td>0.00</td>
</tr>
<tr>
<td>Family Medical Leave Act</td>
<td>0.00</td>
<td>40.00</td>
<td>480.00</td>
<td>0.00</td>
<td>440.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Disclaimer: Ending balances only reflect absences that have been processed as of the date displayed. For the most up-to-date FMLA balance, please contact your local leave administrator.
Workers’ Compensation – Leave without Pay Status

• Employee choose Option 3 on the Sick/Vacation Leave Authorization Letter (Election or Option Letter) OR upon expiration of Extended Sick Leave.

• **Salary:** Employee will receive temporary disability checks from Sedgwick, CMS, and **no** salary from the University.

• **Benefit Issues:** Employee will **not** accrue retirement service credit and will be required to pay the full cost of UC contribution for dental and vision insurance premiums directly to UCPath.

• If an employee is placed on Leave without pay status **after** the ESL period is expired, the UC and employee contributions for health insurance will be covered through the Health Contingency Fund. (there is a checkbox in People Soft screen) – see pg. 57

• **Leave Accruals:** Employee will earn sick and vacation leave at normal rate, but it will not be credited/adjusted until returning to work. If employee separates without returning to work, vacation accrued while on a leave without pay **will not** be paid.
Health Contingency Fund

**Health Contingency Fund:** A program that is established by the Office of the President which provides health insurance coverage for workers’ compensation claimants who have exhausted their supplemental benefits and extended sick leave. Employees must be receiving no income other than temporary disability. Eligibility of Health Contingency Fund is summarized on UCOP Group Insurance Regulations – Administrative Supplement No. 20.

**Leave Coordinator/SSC:**
- Submit an Extended Absence Request to change the leave from LWP to LWOP.
- For transaction to UCPATH, make sure to check “Health Contingency Fund” on PeopleSoft when apply (Employee is receiving temporary disability payments and on Leave Without Pay).

**Workers’ Compensation Office:**
- When an employee is no longer eligible for the Health Contingency Fund (e.g. employee is deemed Permanent & Stationary), Workers’ Compensation Office will inform the employee, Leave Coordinator, HR-Benefits and UCPath Benefits Team via an e-mail or Portal Inquiry.
- Coordinate with UCPath Benefits Team

**UCPath Benefits Team:**
- Will send a “Direct Billing Statement” to the employee to notify of benefit premium amounts due while on an unpaid leave of absence.
Data Required for UCPath Absence Management Transactions (All) (Delete)

<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 Date Worked will default to Leave Effective Date minus 1 day.</td>
</tr>
</tbody>
</table>
To return an employee who has been placed on an Extended Leave (Medical or Non-Medical), select “Return to Work” from the dropdown options.

If the incumbent has more than one job and was placed on extended leave for ALL jobs, select “All Jobs” from the dropdown. All job records will populate under the Employee Information section. If the incumbent was be placed on extended leave for only one of the jobs (or is returning to work to only one of the jobs), the initiator can select the specific job in the Employee Information section.
There are also a number of ways to search for an employee: by name, Empl ID, Home Department, and Visa Permit Type. Regardless of the search method, once an employee is selected, all job records will populate below the Employee Name. If the employee has more than one job, two or more records will appear. If the selected employee is going on leave only for one job, select one or more jobs.

The incumbent’s name can be entered manually (last name first, followed by the first name).
Enter the Actual Date the employee will be returning to work from Workers' Comp Leave. This should be their first day back to the office from leave.
Leave Tasks

Only one task is part of the ServiceLink extended leave return to work request. Notice that the Accountability Structure is not assigned any tasks when returning an employee to work. The only task assigned is for the SSC to transact the request in UCPath.

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 UCPath Center should know about the leave should be included in the Comments section.
Once a ServiceLink form is successfully submitted, the Initiator will be directed to this confirmation page.

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 Fulfiller 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.
Clicking on the RITM (from previous screen) will take you to your request. This page has information that will tell you the stage of the ticket as well as who is working on your request.

The Stage field gives information pertaining to the status of your request. Once all tasks associated with this request are closed, the stage will update automatically to “Closed Complete.” This means that your request has been successfully completed and transacted in UCPath.
Only one task (assigned to the Shared Services Center) is generated as part of the Extended Leave Administration Return to Work request. Once the task to Submit the UCPath Transaction is done and the task has been manually closed in ServiceLink, the RITM Stage will automatically update to “Closed.”
Additional Data Required for UCPath Transaction – Return from Leave

<table>
<thead>
<tr>
<th>Data Point</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Return Date</td>
<td>Locations (UCR) are responsible for entering this date only in the case where the employee has returned to work.</td>
</tr>
<tr>
<td></td>
<td>For return to leave requests, location will submit the Actual Return Date once the employee has returned to work.</td>
</tr>
</tbody>
</table>
Leave Submission to UCPath

Workers’ Compensation Transaction (entered by SSC)
You can navigate to the Request Extended Absence screen from the Peoplesoft Menu, or depending on security access, in UCPATH Workcenter.
Request Extended Absence Screen

Use the Find an Existing Value page to search for the applicable employee. Search criteria can be entered in one or more of the search fields.

If you have the employee’s employee ID, click on the Empl ID field. This will yield the most accurate results.

If you do not have the employee’s Empl ID, you can search by First and/or Last Names. The operator always defaults to “begins with.” For a wider search, select the “contains” operator instead.

Once you have entered information in one or more search fields, click the Search button to run the query.
FMLA Eligibility

The UCPath system automatically selects the Eligible for FMLA. Uncheck boxes if the employee is not eligible for FMLA.

If the leave is FMLA-related you must verify the employee's eligibility for FMLA before submitting the request.

Review the FMLA Eligibility and FMLA Balances & Takes sections.
Use the **Extended Absence Summary** section to review the existing leave requests for the employee.

This section stored up to two years of leave requests and displays three leaves at a time. Use the grid navigation buttons to view additional leaves. Use the tabs to view additional information related to the leave.
Use the **New Extended Absence Request** section to enter the details of the leave request(s).

Enter the date the leave of absence begins by clicking in the **Start Date** field and entering the desired information.

Enter the date the employee is expected to return from this leave by clicking in the **Expected Return Date** field and entering the desired information.

Press [Tab] to open the leave fields for entry.
Click the button to the right of the Leave field

Select the appropriate workers’ compensation leave option:

- Workers’ Comp ESL*
- Workers’ Comp*

Extended Absence Details
A warning message appears. This is meant to remind you to enter an additional leave (if needed) to simultaneously track FMLA. Click the **OK** button.
When you select a workers compensation related Leave type, the **Workers' Compensation** tab appears. If needed, select this tab to split earning between specific workers compensation earn codes. For example, 80% ESL (regular pay) and 20% WCN (workers compensation unpaid). Click the button to the right of the FMLA/CFRA/PDLL Leave field.
Workers' Compensation Tab (cont.)

The Workers’ Compensation tab appears if a workers compensation Leave type is selected. The sum of the percent fields must equal 100%.

ESL Percent: For extended sick leave (ESL), enter the percent of the leave that is paid under ESL. (This should not exceed a total of 80%. To equal 100% for validation, enter 20% under WCN.)

WCS Percent: Used to handle Safety Members who may be eligible to stay on UC pay but do not pay taxes. Locations enter the appropriate JED distribution for the percent of the leave that is paid under WCS.

WCN Percent: Used for partially paid Workers Comp leave. Locations provide appropriate JED distribution for the percent of the leave that is unpaid.

WCP Percent: For partially paid Workers Comp leaves. Locations enter the appropriate JED distribution for the percent of the leave that is paid using WCP.

WCR Percent: Used to reduce an employee’s paycheck by the amount of Temporary Disability they receive from Sedgewick. This code is used only by UCPC.

Contingency Fund Flag: Select the check box to inform UCPC-WFA Production team to take action to place the employee on the Health Contingency Fund. If eligible, UC covers the full cost of medical premiums for the employee. This action normally occurs after an employee has exhausted ESL, placed on LWOP and is still receiving temporary disability payments.
JED Codes – used only for ESL or intermittent/partial leave

In the Workers’ Comp section, identify the percent for each code as needed. The total must equal 100%.

- **REG Percent**: For partial workers’ comp leaves, enter the percent of the leave the employee is working.
- **WCP Percent**: For partially paid or intermittent workers’ comp leaves, enter the percent of the leave that is paid using WCP.

  For example: A full-time employee is released to return to work up to 6 hrs/day – 75% REG and 25% WCP.
  **IIIIt would be helpful to submit time & attendance to UCPC***

- **ESL Percent**: For extended sick leave, enter the percent of the leave that is paid under ESL (ESL should not exceed a total of 80%, so to equal 100% for validation, enter 80% ESL and 20% WCN.

  Remember ESL is up to 26 weeks per injury.

- **WCN Percent**: For partially paid workers’ comp leaves, enter the percent of the leave that is unpaid.
- **WCS Percent**: Workers’ compensation leaves where the safety member is eligible to stay on UC pay but does not pay taxes. Enter the percent of the leave that is paid under WCS. This code should only be used in conjunction with a Salary Continuance Safety Leave (4806/4804.1) – see slide 77
- **WCR Percent**: Workers’ compensation reduction. This is the amount received by the employee from Sedgwick; therefore, reduced from the check. This field is only used by UCPC.
4806/4804.1 Salary Continuance for Police and Safety Officers

- Safety employees have been identified as
  - Members of the University of California Police Department whose principle duties consist of active law enforcement
  - Members of the University of California Fire Department who’s principle duties consist of active firefighting and prevention services

- Safety employees are entitled to leave with full salary for a period of up to one (1) year if disabled by injury arising out of and in the course of their duties. Leaves resulting from such injuries are not charged against safety employees’ accrued sick leave, vacation leave, or supplemental vacation leave. Safety employees are therefore not entitled to any extended sick leave.

- A 4806/4804.1 Salary Continuance Safety leave drop down option has been added to the Extended Absence Request page. The JED code that has been specifically created for these employees is WCS. WCS should be used only when a safety employee is on a 4806/4804.1 leave. After the one year benefit as expired, the safety employee will be placed by a “traditional” Workers’ Comp leave by the location, if they continue to be out on a leave, using all applicable JED codes (not WCS). At this point they will start receiving TD payments by Sedgwick and sick and/or vacation will be charged, if they chose that option.
Paid/Unpaid Leave

Click the button to the right of the **Paid/Unpaid** field.

Select the appropriate pay option. For example, if this is a paid block leave, click the **Paid-Block** list item.

Click the scroll bar.
Enter the last date the employee was physically at work. This date must equal or be prior to the **Start Date** of the leave. This is a required field.

Click in the **Last Date Worked** field and enter the desired information.

A note is required for every leave request.

Click the **Notes** link.
Requester Notes

Click in the Requester Notes field.
Enter the desired information into the Requester Notes field.
Example: Appt %, Regular shift/schedule (e.g M-F 7-4:30), shift differential, etc.

Once you have entered notes, click on the OK button.
Adding a New Row & Leave

Click the Add a new row button to enter the next leave request.

Click the scroll bar.
Enter a separate request when the Leave type changes. Example: from Workers’ Comp to Workers’ Comp-ESL

The Start Date of the second request must be the same date as the Expected Return Date of the first request. This ensures no break in their leave of absence.

You will need to repeat all previous steps every time the Leave type changes and a new row is added.
Submitting the Leave

In this example, a total of three leaves (three rows) were entered.

Click the Submit button for the leave(s) you want to submit.
Submitting the Leave (cont.)

A confirmation message appears.

Click the OK button.
Checking Workflow Status

The leave is Submitted for approval and appear at the top of the Extended Absence Summary section.
Employee Returns to Work
Workers’ Comp Transaction (entered by SSC)
You can navigate to the Request Extended Absence screen from the Peoplesoft Menu, or depending on security access, in UCPaPath Workcenter.
Administer Extended Absence Screen

Use the Administer Extended Absence page to search for the leave request.

Only approved requests can be updated to return an employee from leave. Click the button to the right of the Show Requests by Status field and select the Approved list item.

If you know the employee’s ID, it is the quickest way to locate their leave request. Click in the Employee ID field and enter the desire information.

Click the Search button.

The request(s) that meet the search criteria appear in the Administer Extended Absence section.

Click the scroll bar.
Administer Extended Absence Screen (cont.)

Click the Edit button.
Enter the date the employee returned to work by clicking in the Actual Return Date field and entering the desired information.

Click the scroll bar.

The leave is now editable in the Administer Extended Absence Section.
Enter Notes

You must enter Notes any time you enter or update a leave request.

Click on the Notes link.
Enter Notes (cont.)

Click in the Requester Notes field and enter the desired information.

Click the OK button.
Submit the Request

Click the Submit button.
Submit the Request (cont.)

A confirmation message appears. Click to OK button.
Submit the Request (cont.)

You have entered a request to return an employee from a leave of absence.
Overpayment

• If there is an Overpayment Letter and Repayment Agreement (e.g. in cases employee is on leave with pay, claim is accepted at a later stage and receiving a retroactive temporary disability payments), UCPath will send an overpayment letter to the Employee and send an email with the overpayment letter to Sonia Kalogonis & Elena Valdez.

• Sonia or Elena will forward the email to the appropriate Shared Services.

• Please note there is a quick deadline for the employee to complete and return the Repayment Agreement to UCPath. Failure to return the Repayment Agreement, and adhere to the repayment schedule, will result the employee being referred to the State of California for collection. *It is always best to reach out the employee and inform the employee about the overpayment.*

• If an employee is on a leave *WITHOUT* pay and on a Workers’ Comp leave or any adjustments are identified late or prior to conversion – The location will notify UCPath and go through the process.
UCPath Center Responsibilities and Process

• Review and process initial Extended Absence Requests submitted by locations for employees on a Workers’ Compensation leave
• Process leave updates submitted by location
• Coordinate Benefit Billing to employees
• Process overpayment adjustments and collection on any balances due
• Initiate and run leave reports to be sent to location
UCPath Center Responsibilities and Process - Location Coordination

The chart below gives a breakdown of what is to be submitted and the updates/changes that maybe contingent on approvals and length of the leave.

<table>
<thead>
<tr>
<th>Location Submits One Leave and hrs through T&amp;A</th>
<th>Under 14 days of WC</th>
<th>Over 14 days of WC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Submit A WC leave w/an effective date of &quot;day 4&quot; w/JED (submit as soon as you possibly can)</td>
<td>TD Approved WC starts from the 4th day</td>
<td>TD Not Approved</td>
</tr>
<tr>
<td>Submit Sick or LNP hours through T&amp;A for the 1st 3 days &quot;waiting period&quot;</td>
<td>No change to be done for Location</td>
<td>Location will Update the leave to a Medical leave</td>
</tr>
<tr>
<td></td>
<td>Location will modify the original WC leave submitted and change the effective date to &quot;day 1&quot;</td>
<td>Location will Update the leave to a Medical leave</td>
</tr>
</tbody>
</table>
UCPath Center Responsibilities and Process - Location Coordination (cont.)

Question: What is Job Earning Distribution pages?

1. Receive notification that an extended absence request was submitted by the location

2. Review the request to ensure all inputs are complete and comments are applicable

3. Once the leave request is reviewed, it will be updated in Job Data

4. Per the absence request details, a Paid Leave of Absence or an Unpaid Leave of Absence action will be entered in Job Data with a reason code of Workers’ Compensation

5. Will manually enter the Earnings distribution codes for Workers’ Compensation provided by the location, in the Job Earning Distribution pages

6. Once the job data entries are made, WFA will process the request in extended absence and the location initiator will receive an email notification that the request was processed.
UCPath Center Responsibilities and Process - Benefits Coordination

1. Manage Benefits Billing for employees on a leave without pay, including Workers’ Compensation leaves and run weekly reports to initiate Benefits billing for those employees.

2. Will assess the Benefits Billing account and determine if any adjustments are needed to employees charges, then the Benefits Billing Election Form will be generated and mailed to the employee.

3. The election form provides the employee the opportunity to continue or cancel current coverage. If an employee does not return the form, prior to the creation of the monthly billing statement, the employee is billed for current eligible coverage.

4. Benefits team will generate and mail statements monthly, allocate payments into UCPath, monitor payments, send delinquent notices and de-enroll for any non-payments, as appropriate.

5. Once employee returns, the Benefits team will reconcile the Benefits Billing account, reach out to the employee regarding the reinstatement of benefits and/or inform them of any additional premiums due.
UCPath Center Responsibilities and Process - Payment Coordination

Location Point of Contact: the Workers’ Compensation Office

1. Retrieve payment details from the iVOS system and analyze against queries for consistency and discrepancies.

2. If all information is current and included (leave has been entered, election form attached, TD pay issued, etc.) payment coordination will begin as applicable.

3. If there is any information missing, the UCPC will reach out to the location as needed (through extended absence, case management, contacting the location point of contact, etc.).

4. Based off the employees election choice and assuming that the employee has not exhausted their accrual balances, their supplemental pay will be calculated, submitted, and processed.

5. In the case that the employee has exhausted their accruals they will then be placed into a different leave type by the location (Leave with pay → ESL, ESL → Leave with out pay) and the coordination process would start from the beginning.

6. In the case that the employee chose to go on a leave with no pay from the beginning of the leave or transitioned into one, the location will ensure that the employee has been paid correctly and submit any adjustments to the UCPath Center.

7. Any adjustments that arise while an employee is placed on a Workers' Compensation leave, a leave with pay or ESL, the UCPath Center will coordinate the adjustment process and inform the employee and/or the location.
Communications and Escalations

<table>
<thead>
<tr>
<th>How does a Location communicate issues to UCPC?</th>
<th>Communication Type</th>
<th>Example Scenario</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>UCPath Portal Inquiry</td>
<td>An error was found for an employee on a Workers’ Compensation leave</td>
</tr>
<tr>
<td></td>
<td>Call UCPath Center</td>
<td>Possibly questioning a transaction submitted by the UCPath Center for an employee on a Workers’ Compensation leave</td>
</tr>
<tr>
<td></td>
<td>Service Now Ticket</td>
<td>N/A</td>
</tr>
<tr>
<td>How does UCPC communicate issues to a Location?</td>
<td>UCPath Portal Inquiry / Email</td>
<td>UCPath Center will create a case if there isn’t a transaction in their job data history but the employee is receiving pay from Sedgwick</td>
</tr>
<tr>
<td></td>
<td>Call Location PoC</td>
<td>Requesting action items needing immediate attention (e.g., Employee exhausted leave balances but no update has been made causing a possible delay in pay)</td>
</tr>
</tbody>
</table>

- Assisting Employee through the portal inquiry:
  - UCPath Portal Inquiry: https://ucpath.universityofcalifornia.edu
  - UCPath Center phone#: 855-982-7284 M-F 8-5 (PST)
Additional Courses

• UCRELA 210: Advanced FOM ServiceLink Extended Leaves for Academic Personnel
• UCRELA 220: Advanced FOM ServiceLink Extended Leaves for Staff
• PHCMABM100: Absence Management Overview
• PHCMABML195: Absence Management Inquiry
• PHCMABML200: Extended Leaves of Absence
• PHCMABML201: Employee Accrual Adjustments
Thank You