

Type	Applicability	Action	Action Reason	Description	Criteria	Policy Reference
Academic Students	Academic only	SWB	GST	Used to put academic students off pay status over the summer or in between quarters/semesters.	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 job does not necessarily need to be in place.	N/A
Unit 18- Benefits Bridge Eligible	Academic only	SWB	BEN	Used to put a Unit 18 employee off pay status in between quarters/ semesters of active employment. The employee is eligible to request a Benefits Bridge.	Limited to 3 consecutive months. Non-Continuing Unit 18 titles must have an approved job to which they will return at the end of the SWB, otherwise a termination should occur.	<a href="http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_2011-2015_sl08_benefits.pdf">http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_2011-2015_sl08_benefits.pdf</a>
Unit 18- Benefits Bridge Not Eligible	Academic only	SWB	U18	Used to put a Unit 18 employee off pay status in between quarters/ semesters of active employment. The employee is not eligible to request a Benefits Bridge.	Limited to 12 consecutive months. Non-Continuing Unit 18 titles must have an approved job to which they will return at the end of the SWB, otherwise a termination should occur.	<a href="http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_2011-2015_sl08_benefits.pdf">http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/docs/ix_2011-2015_sl08_benefits.pdf</a>
University Extension (UNEX)	Academic only	SWB	UNX	Used to put a UNEX Teacher off pay status in between periods of active employment.	Limited to 6 consecutive months. Must only be used when there is an approved job/contract to which they will return at the end of the SWB, otherwise a termination should occur.	N/A
Variable Appointment	Academic only	SWB	VAR	Used to put an exempt academic employee with a highly variable schedule off pay status in between periods of active employment.	Limited to 12 consecutive months. Used during periods of inactivity for exempt academic appointees with intermittent service (e.g. seasonal or on-call).	N/A

Type	Applicability	Action	Action Reason	Current Practice (examples)	Additional Information	Future State
Academic Students	Academic only	SWB	GST	[UCSC] Appointments are set up on EDB for an entire academic year, but with no distribution for the summer or quarter(s) in which they are not working. Student appointments are not benefits eligible.  Some campuses separate and rehire students.		Enter a Short Work Break request, using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work. Employee will not be receiving pay during the period on Short Work Break (excluding Additional Compensation situations as appropriate).
Unit 18- Benefits Bridge Eligible	Academic only	SWB	BEN	[UCSC] If employee elects Benefits Bridge, they are placed on leave without pay in PPS and direct billing occurs. If they do not, they are separated (unless they have other jobs) and COBRA applies.	APM doesn't consider this a leave; it is currently entered as a leave so that direct billing can occur. Sometimes locations find out about the Bridge election after the separation has been processed, then they have to reinstate the employee to enter the leave.	Enter a Short Work Break request, using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work. Employee will not be receiving pay during the period on Short Work Break (excluding Additional Compensation situations as appropriate).
Unit 18- Benefits Bridge Not Eligible	Academic only	SWB	U18	[UCSC] Employee would be separated and rehired (unless they have other jobs). Employee has COBRA option.		Enter a Short Work Break request, using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work. Employee will not be receiving pay during the period on Short Work Break (excluding Additional Compensation situations as appropriate).
University Extension (UNEX)	Academic only	SWB	UNX	[UCSC] Entered as by-agreement appointments with positive time reporting. DOS code=UNX. UNEX manages their contracts in a separate system and keys monthly BYA amounts on the PPS Roster. Appointments are set up for 1-3 years at a time. Appointments are not benefits eligible.  Some campuses enter the amounts in Time and Attendance for interface to PPS Roster.		Enter a Short Work Break request, using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work. Employee will not be receiving pay during the period on Short Work Break (excluding Additional Compensation situations as appropriate).
Variable Appointment	Academic only	SWB	VAR	[UCSC] Entered as exempt, salaried appointments with positive time reporting. When/if the employee works, a percent is keyed onto the PPS Roster that month. Appointments are set up for 1-3 years at a time. Appointments are not benefits eligible due to low percent time worked.		Enter a Short Work Break request, using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work. Employee will not be receiving pay during the period on Short Work Break (excluding Additional Compensation situations as appropriate).

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Academic Students	Academic only	SWB	GST	Yes	A graduate student with fall and spring TA appointments.	N/A - Academic students are not eligible for UCRP	N/A	Yes	
Unit 18- Benefits Bridge Eligible	Academic only	SWB	BEN	Yes	A lecturer with fall and spring teaching appointments.	No	Yes	Yes	
Unit 18- Benefits Bridge Not Eligible	Academic only	SWB	U18	Yes	A lecturer with recurring 9/9 appointments (e.g. works every fall quarter)	No	No	Yes	
University Extension (UNEX)	Academic only	SWB	UNX	Yes	A UNEX Teacher with two contracts with a break in service between them.	N/A - UNEX instructors are not eligible for UCRP	N/A	Yes	
Variable Appointment	Academic only	SWB	VAR	Yes	An on-call or seasonal researcher or librarian.	No	N/A	Yes	

Type	Applicability	Action	Action Reason	Description	Criteria	Policy Reference
Research Funding Bridge	Academic only	SWB	RFB	Used to place an employee that is awaiting 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.	
Partial-Year Career Furlough	Staff only	SWB	P09 P10 P11	Used to place a partial-year career employee on furlough. Action Reason selection will be based on the number of working months the partial-year career employee is scheduled to work: 9, 10, or 11 months.	Not to exceed a cumulative total of 3 months in a calendar year.	PPSM 3: <a href="http://policy.ucop.edu/doc/4010390/PPSM-3">http://policy.ucop.edu/doc/4010390/PPSM-3</a>  Applicable CBAs
Floater	Staff only	SWB	FLT	Used for floater employees during periods of inactivity.	Limited to 4 consecutive calendar months. SWB can only be used when the department intends for the floater to return to employment following the SWB. If this is unknown, the employee should be terminated. The SWB should not exceed the floater's job record end date.	PPSM 3: <a href="http://policy.ucop.edu/doc/4010390/PPSM-3">http://policy.ucop.edu/doc/4010390/PPSM-3</a> <b>An appointee may be released at any time at the discretion of the University; however, the appointee must be notified of an early release in writing by the University. A floater appointment will automatically terminate on the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing.</b>  <b><u>REMOVE PPSM 61 RESCINDED:</u></b> <del>PPSM 61.III B: <a href="http://policy.ucop.edu/doc/4010410/PPSM-61">http://policy.ucop.edu/doc/4010410/PPSM-61</a> "An employee holding a limited, floater or casual/restricted appointment is automatically terminated as of the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing."</del>

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Research Funding Bridge	Academic only	SWB	RFB	The reappointment terms specify that the first portion of the appointment is at 0% due to lack of funding.	If the employee is still working during this time, their FTE should be reduced to 0% instead of using SWB. If funding is lost prior to an appointment end date, a termination/layoff should occur rather than a SWB.	Enter a Short Work Break request, using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work. Employee will not be receiving pay during the period on Short Work Break (excluding Additional Compensation situations as appropriate).
Partial-Year Career Furlough	Staff only	SWB	P09 P10 P11	Entered as a leave of absence.	Partial-year career employees will receive the option of: - receiving paychecks during working months only or - spreading their paychecks over 12 months	Enter a Short Work Break request using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work.  If the employee chooses to spread their pay over 12 months, the Partial-Year Career Position Deduction Plan Authorization form should be attached to the hire request.
Floater	Staff only	SWB	FLT	Employees are separated upon completion of their job and rehired if they accept another job.	Note from HR CoE: Consistent with PPSM 3 (see quote in column G), a <b>floater appointment will automatically terminate on the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing.</b> However, floater appointments may be <b>established at any percent of full time</b> for up to a two-year duration. It is anticipated that an employee holding a floater appointment will work have different work assignments during that two year period and also that these employees will likely have periods within their appointment/job begin and end dates when they are not scheduled to work. <b>An appointee in a floater appointment may be scheduled to work or not, as determined by the University.</b> Any period when a floater is not scheduled to work within the appointment begin and end dates will be recorded as a Short Work Break in UCPATH; however, these periods cannot be longer than four months, as four months off pay status will cause the employee to have a break in service and end the appointment (see PPSM 2, definition of Break in Service).  After two years, policy requires that an employee in a floater appointment have a break in service <b>of at least 120 consecutive calendar days.</b> Therefore, a floater appointment must end after two years; extension beyond two years is not possible. After the required break in service, a new floater appointment of up to two years may be established.	Enter a Short Work Break request using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work.

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Research Funding Bridge	Academic only	SWB	RFB	Yes	A researcher's appointment (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.	No	No	Yes	Note from Vendor Management: If someone consciously is reduced to 0% time, the conscious act of ending benefits should also happen immediately (rather than waiting for two months of suspended premiums, followed by retroactive termination of coverage). Employees should also be notified of the impact on benefits.  Created UCPATH-7198 to track configuration request for a new SWB Action Reason.
Partial-Year Career Furlough	Staff only	SWB	P09 P10 P11	Yes	A partial-year career employee with a 3 month furlough scheduled.	No	Yes	Yes	Direct Billing will be needed if the employee selects to receive pay during working months only.
Floater	Staff only	SWB	FLT	Yes	A floater completes a job, goes back into the temporary pool (e.g. TOPs), and then is rehired for a temporary job again.	No	No	Yes	05/27/14: Configuration request for new SWB Action Reason is being tracked in UCPATH-6012.  05/15/14: Added as a SWB type as a result of the FSPD Follow-Up Session on 5/12/14.

Type	Applicability	Action	Action Reason	Description	Criteria	Policy Reference
Limited Employees	Staff only	SWB	LMT	Used for limited employees off pay status.	Limited to 4 consecutive calendar months. SWB can only be used when the department intends for the limited employee to return to employment following the SWB. If this is unknown, the employee should be terminated. The SWB should not exceed the employee's job record end date.	PPSM 3: <a href="http://policy.ucop.edu/doc/4010390/PPSM-3">http://policy.ucop.edu/doc/4010390/PPSM-3</a> <b>A limited appointment will automatically terminate on the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing.</b> <b><u>REMOVE PPSM 61 RESCINDED:</u></b> <del>PPSM 61.III B:-  <a href="http://policy.ucop.edu/doc/4010410/PPSM-61">http://policy.ucop.edu/doc/4010410/PPSM-61</a>            "An employee holding a limited, floater or casual/restricted appointment is automatically terminated as of the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing."</del>
Undergraduate Students: <b>Casual/Restricted PPSM term is casual/restricted appointment. This appointment type covers registered undergraduate/graduateUC students.</b>	Staff only	SWB	UST	Used to put <b>casual restricted appointees</b> (covered under PPSM) off pay status over the summer or in between quarters/semesters.	Limited to 4 consecutive calendar months. SWB can used when the department intends for the <b>casual restricted appointee</b> to return to employment following the SWB. If this is unknown, the <b>casual restricted appointee</b> should be terminated. The SWB should not exceed the student's job record end date.	PPSM 2: <b>What is being referenced from this policy reg: casual/restricted appointees?</b> <a href="http://policy.ucop.edu/doc/4010389/PPSM-2">http://policy.ucop.edu/doc/4010389/PPSM-2</a> PPSM 3: <a href="http://policy.ucop.edu/doc/4010390/PPSM-3">http://policy.ucop.edu/doc/4010390/PPSM-3</a> <b>An casual/restricted appointee may be released at any time at the discretion of the University; however, the appointee must be notified of an early release in writing by the University. A casual/restricted appointment will automatically terminate on the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing.</b> <b><u>REMOVE PPSM 61 RESCINDED:</u></b> <del>PPSM 61.III B:-  <a href="http://policy.ucop.edu/doc/4010410/PPSM-61">http://policy.ucop.edu/doc/4010410/PPSM-61</a>            "An employee holding a limited, floater or casual/restricted appointment is automatically terminated as of the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing."</del>

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Limited Employees	Staff only	SWB	LMT	Employees are separated upon completion of their job and rehired if they accept another job.	<p>Note from HR CoE: Consistent with PPSM 3 (see quote in column G), a limited employee will be automatically terminate on the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing. If that extension results in a period off pay status within the appointment begin and end dates, such as winter break or summer break, that period off pay status will be recorded as a Short Work Break in UCPath.</p> <p>Limited appointments are to be used when the employee is expected to be on pay status for less than 1,000 hours in a period of 12 consecutive months. Locations should continue to be mindful of this when extending limited appointments. Limited appointments are most appropriate for short-term work with an expected end date.</p>	Enter a Short Work Break request using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work.
Undergraduate Students: Casual/Restricted PPSM term is casual/restricted appointment. This appointment type covers registered undergraduate/graduateUC students.	Staff only	SWB	UST	<p>Jobs are typically setup for an entire academic year, but with no distribution for the summer or quarter(s) in which they are not working.</p> <p>Some locations separate and rehire students.</p>	<p>Note from HR CoE: Consistent with PPSM 3 (see quote in column G), a casual/restricted appointee may be released at any time at the discretion of the University; however, the appointee must be notified of an early release in writing by the University. A casual/restricted appointment will automatically terminate on the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing. If that extension results in a period off pay status within the appointment/job begin and end dates, such as winter break or summer break, that period off pay status will be recorded as a Short Work Break in UCPath.</p>	Enter a Short Work Break request using the appropriate reason code. Submit a Return from Short Work Break request upon returning to work.



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Limited Employees	Staff only	SWB	LMT	Yes	A limited employee goes off pay status for less than 4 months.	No	Yes	Yes	05/27/14: Configuration request for new SWB Action Reason is being tracked in UCPATH-9543.  05/22/14: Direct Billing would be triggered if the employee was eligible for health and welfare benefits.  05/15/14: New SWB type. Added as a result of the FSPD Follow-Up Session on 5/12/14.
Undergraduate Students: Casual/Restricted PPSM term is casual/restricted appointment. This appointment type covers registered undergraduate/graduateUC students.	Staff only	SWB	UST	Yes	A casual/restricted appointee ends work in May, does not work in the summer, and begins work again in the same department and job in September.	N/A - Casual restricted appointees are not eligible for UCRP	N/A - Casual restricted appointees are not eligible for benefits	Yes	05/27/14: Configuration request for new SWB Action Reason is being tracked in UCPATH-9542.  05/15/14: Added back as a SWB type as a result of the FSPD Follow-Up Session on 5/12/14.

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Temporary Layoff	Staff only	LOA	TLF	Unpaid time off to place an employee on temporary layoff.	Not to exceed a cumulative total of 4 months in a calendar year.	PPSM 60: <a href="http://policy.ucop.edu/doc/4010429/PPSM-60">http://policy.ucop.edu/doc/4010429/PPSM-60</a>  Applicable CBAs
Proposed - Nurses Pending Recertification	Staff only	LOA	NPR	Used to put a nurse off pay status while their license is pending renewal.	N/A	<a href="http://ucnet.universityofcalifornia.edu/labor/bargaining-units/nx/contract.html">http://ucnet.universityofcalifornia.edu/labor/bargaining-units/nx/contract.html</a>
Proposed - Students on PELP	Staff and Academic	HIR/REH and TER	As Appropriate	Used to put students off pay status during the PELP (planned educational leave) period.	N/A	PACAOs-130 defines "student" to include individuals who are on approved educational leave, including PELP  <a href="http://policy.ucop.edu/doc/2710533/PACAOs130">http://policy.ucop.edu/doc/2710533/PACAOs130</a>
Administrative Furlough	Staff only	N/A	N/A	Unpaid leave due to a predesignated systemwide furlough plan or strategy to address budget shortfall.	Criteria is based upon the mandated systemwide program.	N/A

Type	Applicability	Action	Action Reason	Current Practice (examples)	Additional Information	Future State
Temporary Layoff	Staff only	LOA	TLF	Entered as a leave of absence		Continue with current practice of leave of absence.
Proposed - Nurses Pending Recertification	Staff only	LOA	NPR	[UCLA HS & UCB] Entered as a leave of absence without pay.	<a href="http://www.rn.ca.gov/licensees/lic-renewal.shtml#ren">http://www.rn.ca.gov/licensees/lic-renewal.shtml#ren</a>	Continue with current practice of leave of absence.
Proposed - Students on PELP	Staff and Academic	HIR/REH and TER	As Appropriate	Varies widely. Some locations separate and rehire Students on PELP; others maintain active appointments and distributions during the PELP period.		Continue with current practice of re/hire and termination.  For academic students, may use the already established Academic Students Short Work Break type (SWB/GST) if appropriate.
Administrative Furlough	Staff only	N/A	N/A	N/A	N/A	N/A

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Temporary Layoff	Staff only	LOA	TLF	Yes	A career employee is temporarily laid off for 4 months.	Yes	Yes	No	
Proposed - Nurses Pending Recertification	Staff only	LOA	NPR	N/A	A current nurses' certification expires prior to their certification renewal being processed.	Yes	Yes	No	Created UCPATH-9145 to track configuration request for a new LOA type.
Proposed - Students on PELP	Staff and Academic	HIR/REH and TER	As Appropriate	N/A	A student employee goes on PELP.	N/A - Academic and Casual restricted students are not eligible for UCRP	N/A	No	
Administrative Furlough	Staff only	N/A	N/A	N/A	N/A	N/A	N/A	No	Any future systemwide furlough programs would be evaluated for implementation guidelines at the time of the policy decision.