

PURPOSE

This job aid describes the use, functions and actions of the Short Work Break (SWB).

The Short Work Break is used to place an employee's job on a temporary stop.

- The expectation is that the employee will be returning into the exact same job.
- Putting a job on SWB stops pay on the job but allows employees to remain active.

Examples of employees that can be placed on SWB

- Academic jobs for certain quarters of the year (Lecturers, academic student employees, etc.)
- Floater employees during periods of inactivity (temp services)
- Staff Employee on Furlough (most commonly, partial-year career 10/12)

The Short Work Break Matrix

The Short Work Break Matrix contains detailed information which is important to understand before placing an employee on Short Work Break. Criteria on how to apply the SWB, how long an employee type can be on a SWB, and other critical explanations are provided.

Use the Short Work Break Matrix when entering a

SWB. [Click here to view Matrix](#)

Considerations

- Don't have to re-hire
- Minimal transaction
- Doesn't go to UCPath Center (Local process)
- Returning from SWB is simple process
- Units will continue to have visibility to employees, still on active HR status

While on SWB

- Needs monitoring, especially the return
- Benefits are halted during SWB
- Can change position funding during SWB
- Can still do retro transactions during SWB

Returning from SWB

- Have to return them before you can do anything else to them (e.g. have to return to terminate them)
- Length of SWB is pre-determined based on Job Code
- Employee needs to be returned to the same job.

This document can be found on the UCPath website. [<https://ucpath.uci.edu/user-type/transactional-users.html>]

Job Data Find | View: All First 1 of 1 Last

Effective Date: 07/01/2020

Effective Sequence: 3

Action: SWB Short Work Break

Action Reason: VAR Academic Variable Appointment

Current Effective Date: 07/01/2020 Current Action: DTA Data Change

Current Eff Sequence: 2 Current Action Reason: BNE Benefits: Update Eligibility

Position Number: 40281997 LECT-MISCELLANEOUS/PART TIME

Business Unit: IRCMP UC Irvine Campus

Department: IR7231 MERAGE/EXECUTIVE EDUCATION

Location Code: C-9121 BUSINESS I

Job Code: 001650 LECT-MISCELLANEOUS/PART TIME

Union Code: 99 Non-Represented

Reports To Position Number:

FLSA Status: Exempt

Salary Administration Plan: BYA Establishment ID: UCI UC Irvine

Salary Grade: Step:

FTE: 0.000000 Employee Class: 9 Academic: Faculty

Appointment End Date: 06/30/2021 End Job Automatically: Expected Return Date: 09/01/2020

SWB Entry

PayPath Action / Job Data Tab

1. **Effective date** - the first day the employee is on break.
2. **Action** - SWB
3. **Action Reason**. See UCI SWB Matrix Job Aid
4. **Expected Return Date** - *the first day that the employee is back at work.*
5. **Comments** - enter relevant information to help your departmental approver to complete your request.
6. Click the **Submit** button to route the request to your department approver for processing into UCPath.
7. **Important Notes:**
8. **Note 1:** *If **Expected Return Date** is after the employee's current **Expected Job End Date**, then the **Expected Job End Date** must be extended before you put the employee on SWB.*
Note 2: *Select a new **Job Record End Date** if you need to update or extend the employee's job record end date.*

SWB Return from SWB

PayPath Action / Job Data Tab

1. **Effective date** - the first day the employee is back from break.
2. **Action** – RWB Return from Short Work Break