

# Administer Extended Absence

## Purpose

To provide reason, date of leave and anticipated date of return while requesting an Extended Absence.

## Decision Points

1. UCB Initiator
2. UCB Approver(s)

## Component

- Absence Management

## Data needed for transactions

Request/Administer Extended Absence	
With Validation	<ul style="list-style-type: none"><li>• Start Date of Leave</li><li>• Expected Return Date</li><li>• Leave Type (dropdown)</li><li>• Absence Reason (dropdown)</li><li>• Last Day Worked (If applicable)</li></ul>
Freeform (no validation)	<ul style="list-style-type: none"><li>• Comments (required if you are making updates)</li></ul>
Sabbatical	<ul style="list-style-type: none"><li>• Locations are required to provide appropriate JED distribution for sabbatical leaves by indicating what percent will be paid using: SAB %, LNP%, SLS% &amp; SLL%</li></ul>
FMLA	<ul style="list-style-type: none"><li>• Validate selection button checks to see if employee is eligible for FMLA<ul style="list-style-type: none"><li>○ Federal Eligibility (checkboxes with system backup)</li><li>○ State Eligibility (checkboxes with system backup)</li></ul></li><li>• Override Eligibility</li></ul>
Military Leave	<ul style="list-style-type: none"><li>• Additional JED</li><li>• Attach- Supplement to Military Pay worksheet</li></ul>

Have a question about UCPATH? Email us at [ucpathberkeleyinfo@lists.berkeley.edu](mailto:ucpathberkeleyinfo@lists.berkeley.edu)

## Guiding Principles

### Sponsor Alignment

- Develop efficiency in end-to-end business process
- Use UCPath delivered functionality
- Minimize additional cost
- Eliminate double data entry

### Diverse Campus Stakeholders

- Involve both academics and staff (at multiple levels)
- Maintain a customer focus

### Disciplined Process

- Ensure implementation focus
- Use UCPath delivered templates and approval workflow
- Document decisions for clarity and commitment

### Openness to Change

- Maintain enterprise-wide perspective
- Be open to process and role changes
- Be transparent with communications