Partial Year Appointments

Happens Every Year

There are some career staff positions on campus where it's just part of the job to be gone part of the year. (Where do I sign up?!) Granted, that's an overly simplistic definition for the Partial-Year Appointment. To be more precise, the "partial-year appointment is established to accommodate foreseeable seasonal fluctuations in staffing, budgetary, operational or other needs" which "contains regularly scheduled periods, not to exceed three months per calendar year, during which the incumbent remains an employee but is not at work." (Personnel Policies for Staff Members (PPSM), Section 3, Types of Appointment - on the web at: http://www.ucop.edu/humres/policies/spp3.html) The regularly scheduled time off that the partial-year employee takes is called a furlough. A furlough is NOT a break in service, and although it is unpaid time, it is different than a regular leave without pay.

If you have an employee with a partial-year appointment, then you need to make sure that PPS knows it. In the appointment line of EAPP the Appointment Type should be coded as a "7" for Partial-Year, instead of "2" for Career. Other than this one code the employee's appointment won't look any different from that of a regular career. But this little code is important to mark the appointment as partial-year, since its furlough has different retirement service credit and insurance benefits than a regular leave without pay.

PPS is not geared to automatically process furloughs. It's your job to set up the furlough each year with a LEAV bundle. (Do this a little ahead of the furlough period so you're sure of the specific dates.) In ELVE, the LEAV bundle's first screen, the Leave of Absence Action Code is "08" (Unpaid) and the Type is coded as "10" (Furlough). Watch the dates here--Leave of Absence Begin Date is the FIRST day of the leave, Return Date is the FIRST day back. Sounds simple enough, what's to watch?

Well, when you get to EAPP, the next screen, you'll be 1) ending the current distribution line(s) with the LAST day before the leave begins, 2) adding a distribution line for the FIRST day of the leave and ending with the LAST day of the leave (using DOS code LNS), and then 3) adding another distribution line which begins with the FIRST day back (always bring 'em back from a leave!). This is not calculus but it could easily turn into a real mess if you mix up your dates.

Just remember that this is for a position that is ESTABLISHED as being a partial-year appointment, year after year. Don't use a furlough when it's really a one-time personal leave. And be sure that you or your partial-year employees check with the Benefits office to find out about benefits during the furlough.

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