

Pay for Family Care and Bonding

Agenda

- Overview
- Points of clarification
- Examples
- Request procedures and processing
- Resources
- Q & A session

PFCB Overview

- Pay for Family Care and Bonding, (PFCB) is effective July 1, 2021.
- Employees may elect to receive 70% of their eligible earnings during approved leaves to care for family members.
- PFCB is available for up to 8 workweeks per calendar year.
- Must be used in blocks of one week or more.
 - Unused PFCB is retained for use if another qualifying leave is taken.
- PFCB is NOT a new leave. It is a pay option.

PFCB Overview:

Qualifying reasons for leave.

- PFCB may be an option when employees are taking leaves for the following four reasons:
 - To care for a family member with a serious health condition (FMLA/CFRA)
 - For Parental Bonding Leave aka Baby Bonding Leave (FMLA/CFRA)
 - For Military Caregiver Leave (FMLA) or
 - For Qualifying Exigency Leave (FMLA/CFRA)
- PFCB is not an option when leave is taken for:
 - Employee's own serious health condition (FMLA/CFRA)
 - Employee's pregnancy disability (FMLA/PDLL)

PFCB Overview:

Eligibility

- Must be eligible for FMLA/CFRA to use PFCB.
- Eligibility for FMLA/CFRA has not changed:
Have one year of service to UC
 - Service at any UC location counts.
 - Includes time on leave.

AND

Have worked 1,250 hours in previous 12 months.

- Must have actually worked 1,250 hours.
 - Includes overtime.
 - Does NOT include leaves, holidays, use of vacation or sick accruals.
- 2021 CFRA expanded definition of family member.

PFCB Overview:

Who is a family member under FMLA/CFRA?

- Child
 - Child under 18 or incapable of self-care due to physical or mental disability (FMLA/CFRA)
 - Adult child (18 years or older) who does not have a disability that renders them incapable of self-care (CFRA only)
- Parent (FMLA/CFRA)
- Spouse – same or opposite sex (FMLA/CFRA)
- Domestic Partner – same or opposite sex (CFRA only)
- Grandparent (CFRA only)
- Grandchild (CFRA only)
- Sibling (CFRA only)

PFCB: Points of Clarification

- This is not a new leave, it is a pay option during leave.
- Employees cannot “top up” PFCB with accruals.
- PFCB = 8 weeks paid leave/calendar year during qualified FMLA/CFRA leave.
 - 4 weeks remaining can be (subject to CBA or policy):
 - Paid using accruals
 - Without Salary
 - a combination of accruals and LNS.
- PFCB must be used until reason for leave ends or until PFCB exhausts.
 - Remaining PFCB is retained for use later in year.
- Benefits premiums will continue to be deducted.
- Income from PFCB is taxable.

Points of Clarification, Cont'd

- Applies to all policy covered employees.
- All but two unions have agreed and waiting for final approvals from others.
- Eligible earnings:
 - Eligible earnings include regular base pay.
 - BYA earnings-if the only appointment is BYA, and eligible for leave.
 - Variable appointments: average of eligible earnings for:
 - 3 months prior to leave for monthly paid employees
 - 6 pay periods prior to leave for biweekly paid employees
- Ineligible earnings:
 - Shift differentials, overtime, bonuses, admin. stipends, specialty pay etc,
 - Paypath transactions will be used to stop and restart additional pay.
- Accruals and UCRP Service Credit @70%.
- Holidays during PFCB will be paid at 70%.
- Still waiting on answers for a few items.

PFCB Examples

Example 1: Care for Family Member

Sandra:

Sandra is a represented staff member whose contract allows for use of up to 12 weeks of sick leave to care for a family member with a serious health condition.

Sandra's father falls ill with cancer and Sandra needs to take a leave of absence to care for him.

Sandra's gross base pay is \$3750 per month (bi-weekly) and Sandra has 12 weeks of sick time saved up.

Example 1: Care for Family Member

Pay options available for Sandra to use during the leave:

- **Option 1:** Sandra uses sick leave for 12 weeks, and will be paid \$11,250 gross pay.
- **Option 2:** Sandra uses PFCB for 8 weeks \$5250 (\$7500 x 70%) and 4 weeks of sick leave \$3750. Sandra will be paid \$9,000 gross pay. While less money, Sandra can continue to save the remaining sick leave for future doctor's appointments.

| | Week | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
|---|------|---|---|---|---|---|---|---|---|---|----|----|----|--|
| 8 weeks paid at 70% of eligible earnings. | PFCB | | | | | | | | | | | | | |
| 8 weeks of sick remaining. | Sick | | | | | | | | | | | | | |

- **Option 3:** Sandra uses 8 weeks of sick leave (\$7500) and then uses PFCB for 4 weeks \$2625 (\$3750 x 70%). Sandra will be paid \$10,125 gross pay, and will have 4 weeks of sick time and 4 weeks of PFCB remaining.

| | Week | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|---|------|---|---|---|---|---|---|---|---|---|----|----|----|
| 4 weeks of sick remaining. | Sick | | | | | | | | | | | | |
| 4 weeks paid at 70% of eligible earnings. 4 weeks of PFCB remaining. | PFCB | | | | | | | | | | | | |

Example 2: Parental Leave

Elizabeth:

Elizabeth and their partner are adopting a newborn child. Elizabeth is eligible for parental bonding leave under FMLA/CFRA. Elizabeth has decided to take bonding leave in increments of two weeks at a time starting July through December. Elizabeth is working during the time when they are not on parental bonding leave.

Leave timeline:

- **July:** 2 weeks of FMLA/CFRA (PFCB)
- **August:** 2 weeks of FMLA/CFRA (PFCB)
- **September:** 2 weeks of FMLA/CFRA (PFCB)
- **October:** 2 weeks of FMLA/CFRA (PFCB)
- **November:** 2 weeks of FMLA/CFRA (sick leave)
- **December:** 2 weeks of FMLA/CFRA (LWOP)

| | Month | July | August | September | October | November | December |
|---|-------|----------------|---------|-----------|---------|----------|----------|
| 8 weeks paid at 70% of eligible earnings. | PFCB | 2 weeks | 2 weeks | 2 weeks | 2 weeks | | |
| | Sick | | | | | 2 weeks | |
| | LWOP | | | | | | 2 weeks |
| | FMLA | 12 weeks total | | | | | |
| | CFRA | 12 weeks total | | | | | |

Example 3: Care for Family Member

Charlie:

Charlie has been approved to take a leave of absence to care for a sister with a serious health condition.

Charlie's plan is to take 8 weeks of CFRA, using 2 weeks of accrued sick leave and 6 weeks PFCB to remain in a paid status.

Charlie notified the leave team that an additional 4 weeks of leave to care for his sister is needed at a later date.

Charlie's plan is to use the rest of the PFCB plus LWOP during that time.

Example 3: Care for Family Member

Charlie:

Leave timeline:

- **Leave 1:**
 - **2 weeks** CFRA using sick leave at 100% pay
 - **6 weeks** CFRA using PFCB at 70% of wages
- **Leave 2:**
 - **2 weeks** CFRA using PFCB at 70% of wages
 - **2 weeks** CFRA at later date using LNS

| | Week | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | |
|---|------|------------------------------|----------------------------------|---|---|---|---|-----------------------------------|-------------------------------|---|---------------------------------|----|----|--|
| | CFRA | [Green bar from week 1 to 8] | | | | | | | | | | | | |
| 2 weeks of accrued sick. | Sick | [Red bar from week 1 to 2] | | | | | | | | | | | | |
| 6 weeks paid at 70% of eligible earnings. | PFCB | | [Dark blue bar from week 2 to 8] | | | | | | | | | | | |
| | CFRA | | | | | | | | [Green bar from week 8 to 12] | | | | | |
| 2 weeks paid at 70% of eligible earnings. | PFCB | | | | | | | [Dark blue bar from week 8 to 10] | | | | | | |
| | LWOP | | | | | | | | | | [Yellow bar from week 10 to 12] | | | |

Example 4: Parental Leave of Birth Parent

Shelby:

Shelby's due date is June 17th.

The first day of leave begins two weeks prior to the due date.

Shelby is eligible for leave under PDLL, FMLA and CFRA.

Shelby is enrolled in Voluntary Short-Term Disability and plans to use 22 days of sick leave during the waiting period.

Shelby wants to take parental bonding leave, and is eligible for PFCB after pregnancy disability leave ends.

Shelby gave birth on June 14th!

Example 4: Parental Leave of Birth Parent

Shelby:

Leave Timeline

- **PDL** using sick and LFG disability benefits through July 25.
- **Parental Bonding** using 8 weeks PFCB beginning July 26.

| | | Weeks 1 - 4 | Weeks 5 - 8 | Weeks 9 - 12 | Weeks 13 - 16 |
|-------------------------------|-----------------------|--------------------|-------------|--------------------------------------|---------------|
| Waiting period | Sick | 22 days | | | |
| 60% pay during VSTD | Short-Term Disability | | | | |
| 70% paid of eligible earnings | PFCB | | | | |
| | PDLL | ← Last day July 25 | | | |
| | FMLA | | | | |
| | CFRA | | | Parental bonding beginning July 26 → | |

*Shelby used 8 weeks of PFCB for compensation during bonding time

Example 5: Parental Leave of Non Birth Parent

Fatima is Shelby's partner. Their baby was born on June 14. Fatima is a policy covered staff employee and is eligible for 12 weeks of parental bonding leave under FMLA/CFRA. She plans to take all 12 weeks at once.

As a policy covered staff employee, Fatima may use any available vacation accruals, and/or up to 30 days of sick accruals per calendar year to remain on pay status for parental bonding.

Since she is on an approved leave under FMLA/CFRA, Fatima is also eligible to use PFCB.

Fatima elects to use a combination of accruals, PFCB and Leave No Salary.

Example 5: Parental Leave of Non Birth Parent

Fatima has 3 weeks of accrued sick leave and 2 weeks of accrued vacation.

Leave Timeline:

Week 1-2: Fatima uses 2 weeks of accrued sick time

Week 3: Fatima uses 1 week of accrued vacation time

Week 4-11: Fatima exhausts 8 weeks of PFCB

Week 12: Fatima elects Leave No Salary

| | | Weeks 1 - 2 | Week 3 | Weeks 4 - 11 | Week 12 |
|-------------------------------|-----------------|-------------|--------|--------------|---------|
| 100% pay | Sick | 2 weeks | | | |
| 100% pay | Vacation | | 1 week | | |
| 70% paid of eligible earnings | PFCB | | | 8 weeks | |
| 0% pay | Leave No Salary | | | | 1 week |
| | FMLA | 12 weeks | | | |
| | CFRA | 12 weeks | | | |

Leave of Absence Requests & Procedures

- Requests for leave should be submitted through ServiceNow using our usual process
 - Submitted by the employee or by the department on their behalf
- Request will be reviewed by Leave Admin for eligibility of entitlements
 - Assuming eligible for FMLA/CFRA, the Notice of Eligibility will be sent, along with required documentation.
- If there is qualifying reason for FMLA/CFRA, PFCB as a pay option will be presented to employee/department along with accrual use options
- Designation Notice will be sent to employee/department along with timekeeping instructions-including PFCB.
- Reminder will be sent with approvals to submit Paypath transaction to end additional pay.

Leave of Absence Requests & Procedures

KRONOS:

- Biweekly & Monthly hourly paid employees: Enter pay code Family Care & Bonding (8) for each day.
 - Family Care and Bonding, 8 will automatically split into the 70% paid and 30% unpaid.
 - NO need to enter 30% unpaid.
- Monthly paid employees: Enter pay code Family Care & Bonding (8) for each day.
 - For Kronos records only! Does not drive pay.
 - The Extended Absence we enter into UCPath drives pay.
- Let us know if your employee has any type of unique pay scenario:
 - Stipends -We will include paypath transaction directions.
 - Certification pay-We will include paypath transaction directions.
 - ERIT
- Timecards will error out of processing if an Extended Absence is not entered.

Resources

- [Kronos](#)
- [UCSB HR Leave Administration](#) website
 - Slides will be posted here
 - Memo: [Coming July 1: New family-friendly options for UC faculty and staff](#)
- UCNet
 - [PPSM information](#)
 - The FML section is being updated to address PFCB
 - Notice of Formal Review: [Absence from Work Policy](#)
 - [CBA information](#)
 - Unions participating in PFCB will sign a side letter addressing PFCB
 - Note: some side letters are still being developed
- Data Warehouse
 - [EZ Access](#) to run reports
- [UCPath](#)
 - Cognos Reports
 - Review Absence Balances

Q&A Session



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