2020 Holiday closure and leaves of absence
Agenda

Chancellor’s Announcement: Holiday Closures
VCAD and EVC Notice: Departmental Winter Break Closures

FMLA Leaves of Absence during closures
  - Unpaid
  - Paid
EFML Leaves of Absence during closures
Paid Administrative Leave
Holiday pay
Processes
On to 2021!

Resources
Chancellor’s Announcement on Holiday Closure

"...our official campus holidays are Thursday and Friday, December 24 and 25, 2020; and Thursday, December 31, 2020, and Friday, January 1, 2021."

"...our campus will observe our annual holiday closure on December 28, 29, and 30, and employees will be able to use their accumulated vacation leave to cover those days. “

VCAD and EVC Notice:

"...request asks departments to identify if they are planning for a complete department closure around the Winter break holiday dates."

"...In the event of a complete department closure, employees will have the choice of using one or more of the following options, in accordance with University personnel policies, existing labor agreements and subject to discussion and/or collective bargaining where applicable:

1. Vacation (employees may utilize a certain number of vacation days in advance of their actual accrual as specified in University personnel policies and existing labor agreements; newly hired employees may utilize vacation accruals prior to six continuous months on pay status);

2. Compensatory time off; or

3. Leave without pay."
Unpaid FMLA/Medical Leave of Absence

The US DOL Calculation of Leave under the Family and Medical Leave Act, Factsheet #28, addresses FMLA during periods of employer closure:

- FMLA continues during closures of less than one week.
- Employee not required to use vacation during closure.
- Employee will remain unpaid.
  - disability benefits will apply.
  - see holiday pay slide
Paid FMLA leaves of absence during closures

- If employee is using sick time to satisfy disability waiting period: sick time is allowed during closure.

- If employee is using sick time to stay on pay status: sick time is allowed during closure.
EFML Leaves of Absence during closures

Is your employee on EFML expected to work during closure?
If not:

EFML leave will end after 12/23/20.

WHY?

II. Expanded Family and Medical Leave (EFML) – Background Information
An eligible employee may take EFML if the University has work for the employee and the employee is unable to perform that work, either under normal circumstances at their normal worksite or by means of telework due to the qualifying reason below.
Paid Administrative Leave

• Only Covid related pay option the UC owns.

• Extended through June 30, 2021

• Eligibility for use unchanged; Covid related reasons

• Questions?
  • Human Resources>Employee Labor Relations, Department Advisory Services
Revised: Holiday Pay Eligibility and General Curtailment Information

December 4, 2020

TO: Business Officers and UCPath Initiators/Approvers
FR: Kathy Moore, Compensation Manager, Human Resources
Amy Arnold, UCPath Workforce Administration Supervisor, Human Resources
RE: REVISED - Holiday Pay Eligibility and General Curtailment Information

With the Thanksgiving holiday and winter break quickly approaching, questions regarding eligibility for holiday pay may arise. The information provided below summarizes holiday pay eligibility for each employee group by employee category. For more information and guidance on holiday pay, please reference the applicable policies that govern your employees (policy covered staff - PPSM 2.210 Absence from Work, Article III, Section H(e) or represented staff - the applicable collective bargaining agreements).

Eligibility for Holiday Pay:

Unlike vacation and sick leave, holiday pay is earned in FULL hour increments only, and holiday pay eligibility is dependent on the employee’s total appointment percentage and exemption status.

GROUP #1: Holiday Eligibility for Policy Covered (99), CX, DX, HX, K8, NX, PA, RX, and TX Employees

<table>
<thead>
<tr>
<th>Employee Category*</th>
<th>Monthly Paid</th>
<th>Bi-weekly Paid</th>
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Human Resources, Administrative Services
What’s next?  Ask!

- Do you have a scenario you think qualifies an employee to use EFML during the closure?
  - a. If your department is open, are all employees required to work?

- Is your department closed more days than Dec. 28, 29, 30?
  - a. EFML will end effective the start of your closure

- Notify us about above date changes through each employee’s Service Now EFML Request by December 15th.

- Ask questions about regular FMLA if you have them.

- Contact us to clarify Kronos entry for employees on leave.

Coming up next: Sharing our processes.
Sharing our process

Has it appeared like we haven't returned your employee from leave?

Payroll freezes apply for extended absences. What?

Unlike Paypath transactions, we can still enter leaves into UCPath, but secondary approval from UCPC will be held until transactions can resume.
# Sharing our Process

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**BW/MO PayPath Transaction Dates**

- **December 2020**
- **Monday, December 6**: BW OK
- **Monday, December 13**: BW OK
- **Monday, December 20**: BW OK
- **Monday, December 27**: BW OK
- **Thursday, December 3**: BW OK
- **Thursday, December 10**: BW OK
- **Thursday, December 17**: BW OK
- **Thursday, December 24**: BW OK
- **Thursday, December 31**: BW OK
- **Friday, December 4**: BW OK
- **Friday, December 11**: BW OK
- **Friday, December 18**: BW OK
- **Friday, December 25**: BW OK
- **Saturday, December 5**: BW OK
- **Wednesday, December 9**: BW OK
- **Wednesday, December 16**: BW OK
- **Wednesday, December 23**: BW OK
- **Thursday, December 30**: BW OK

**Notes:**
- BW OK: BW transactions are OK
- No BW: BW transactions are not possible
- No Monthly: Monthly transactions are not possible
Sharing our process

EFML leaves of absence will be returned with actual return to work dates of.....12/24/20!

Why?
So holiday pay can be entered in Kronos.
It’s all yours from there!
Important Reminders

- Complete time cards with correct pay codes.
- UCPath shutdown from 12/9/20 - 12/14/20
- Upcoming payroll deadlines and freezes.
On to 2021 and your next steps

- No information yet on FFCRA (EPSL/EFML) continuing in 2021.
- Talk to your employees now about what they may need in 2021.
- Does your employee still need a workplace adjustment based on childcare or school closure?
  - Please visit the UCSB Work-Life Resources website for information on:
    - Workplace Adjustments
    - Childcare Resources
    - School District Updates

- Request assistance by submitting a Work-Life Adjustment Service Now Request

Save the Date: Finding Your Management flow in 2021
Resources

Holiday Pay Eligibility
Employee Request for EPSL/EFML
Paid Administrative Leave (PAL) Extended Through June 30, 2021
Work Life Coordinator website
HR Service Now
Entering Covid-related Leaves in Kronos
Thanks for coming!