

Short Work Break

Background

Short Work Break is a status within UCPath that allows Eligible Employees and Eligible Postdoctoral Scholars to continue enrollment in Health & Welfare benefits while being off Pay Status.

The following describes the types of Short Work Breaks, the Duration of Coverage associated with each type, and the continuation of the UC Contribution.

Type	Action Reason	Description	Criteria	Maximum Duration	UC Contribution
Academic Students	GST	Used to put academic students off pay status over the summer or in between quarters/semesters.	Limited to 4 consecutive months. Must only be used when there is an intent to return to student employment at the end of the SWB, but the job does not necessarily need to be in place.	4 consecutive months	No UC Contribution for SWB duration
Unit 18-Benefits Bridge Eligible	BEN	Used to put a Unit 18 employee off pay status in between quarters/semesters of active employment. The employee is eligible to request a Benefits Bridge.	Limited to 3 consecutive months. Non-Continuing Unit 18 titles must have an approved job to which they will return at the end of the SWB, otherwise a termination should occur.	3 consecutive months	No UC Contribution for SWB duration

Type	Action Reason	Description	Criteria	Maximum Duration	UC Contribution
Unit 18- Benefits Bridge Not Eligible	U18	Used to put a Unit 18 employee off pay status in between quarters/ semesters of active employment. The employee is not eligible to request a Benefits Bridge.	Limited to 12 consecutive months. Non-Continuing Unit 18 titles must have an approved job to which they will return at the end of the SWB, otherwise a termination should occur.	12 consecutive months	No UC Contribution for SWB duration
Educator- Benefits Bridge Not Eligible	EDU	Used to put an educator WOS or educator out-of-state (e.g., UCDC) employee off pay status in between quarters/ semesters of active employment. The employee is not eligible to request a Benefits Bridge.	Limited to 12 consecutive months. Must have an approved job to which they will return at the end of the SWB, otherwise a termination should occur.	12 consecutive months	No UC Contribution for SWB duration
University Extension (UNEX)	UNX	Used to put a UNEX Teacher off pay status in between periods of active employment.	Limited to 12 consecutive months. Must only be used when there is an approved job/contract to which they will return at the end of the SWB, otherwise a termination should occur.	12 consecutive months	No UC Contribution for SWB duration

Type	Action Reason	Description	Criteria	Maximum Duration	UC Contribution
Variable Appointment	VAR	Used to put an exempt academic employee with a highly variable schedule off pay status in between periods of active employment.	Limited to 12 consecutive months. Used during periods of inactivity for exempt academic appointees with intermittent service (e.g. seasonal or on-call).	12 consecutive months	No UC Contribution for SWB duration
Research Funding Bridge	RFB	Used to place an employee that is awaiting research funding on SWB.	Limited to 4 consecutive months. Used when the employee is not working and there is an approved reappointment that is pending the arrival of contract/grant funding. There must be proof of incoming funding.	4 consecutive months	No UC Contribution for SWB duration
Partial-Year Career Furlough	P09 P10 P11	Used to place a partial-year career employee on furlough. Action Reason selection will be based on the number of working months the partial-year career employee is scheduled to work: 9, 10, or 11 months.	Not to exceed a cumulative total of 3 months in a calendar year.	3 months in calendar year	UC Contribution continues during SWB duration

Type	Action Reason	Description	Criteria	Maximum Duration	UC Contribution
Floaters	FLT	Used for floater employees during periods of inactivity.	Limited to 4 consecutive calendar months. SWB can only be used when the department intends for the floater to return to employment following the SWB. If this is unknown, the employee should be terminated. The SWB should not exceed the floater's job record end date.	4 consecutive calendar months	No UC Contribution for SWB duration
Limited Employees	LMT	Used for limited employees off pay status.	Limited to 4 consecutive calendar months. SWB can only be used when the department intends for the limited employee to return to employment following the SWB. If this is unknown, the employee should be terminated. The SWB should not exceed the employee's job record end date.	4 consecutive calendar months	No UC Contribution for SWB duration
Undergraduate Students	UST	Used to put casual restricted appointees (covered under PPSM) off pay status over the	Limited to 4 consecutive calendar months. SWB can used when the department intends for the casual restricted appointee to return	4 consecutive calendar months	No UC Contribution for SWB duration

Type	Action Reason	Description	Criteria	Maximum Duration	UC Contribution
		summer or in between quarters/semesters.	to employment following the SWB. If this is unknown, the casual restricted appointee should be terminated. The SWB should not exceed the student's job record end date.		
Temporary Layoff	TLF	Unpaid time off to place an employee on temporary layoff.	Not to exceed a cumulative total of 4 months in a calendar year.	4 consecutive calendar months	¹² 3 months

¹ Pursuant to Collective Bargaining Agreements (CBA), some unions have bargained for the UC Contribution to continue for up to 4 months during Temporary Layoff.

² Eligible Employees who are temporarily laid-off between 9/1/20 – 12/31/20 will have the UC Contribution continue for up to 4 months.