

# Leaves & UCPath Entries for De-Centralized Campus

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2024

Presenter's: Charlene Muro  
Presenter's: Melissa Moffat

**UCI** Human Resources  
Empower People Success

# Today's Presenters

Melissa Moffat

Leaves & Worker's  
Compensation Analyst

Charlene Muro

Leaves & Worker's  
Compensation Analyst

Katie Dizdarevic

Wendy Pawling  
Disability Management  
Specialist

# Agenda

- Sedgwick's Support and Information
- mySedgwick
- Lincoln Financial
- Leave Timeline
- Checklist for Mapping out Leaves
- FMLA/CFRA/PDL/PFCB 101
- Pay Options
- Catastrophic Leave
- Impact to Benefits
- Timecard Coding
- Other types of Leaves – Bereavement, Personal, Reproductive Loss Leave
- UCPath Entries
- RTW Process
- Accommodations/Disability Management & The Interactive Process
- Resources

# SEDGWICK STAFF LEAVES SUPPORT

**UCI partners with Sedgwick to administer non-occupational Staff leaves and requests for reasonable accommodation for Campus, Health Sciences and Medical Center employees. Leave types include:**

- Family and Medical Leave (FMLA)
- California Family Rights Act (CFRA)
- Medical
- Pregnancy
- Parental Bonding
- Care for a Family Member
- Military

Please Note: Faculty/academics, postdocs and residents (AFT, M9, UAW, and UAPD) will continue to be managed internally. For Campus employees, contact your unit Human Resources. For Health Sciences, contact the Employee Experience Center at [eec@uci.edu](mailto:eec@uci.edu) or (949) 824-0500.

# How to Initiate a Request with Sedgwick

mysedgwick Portal:

- <https://hr.uci.edu/sedgwick>
- login with UCInetID and password

Toll Free: (855) 922-2152

- Interactive Voice Response 24/7/365
- Service Center 5am to 5pm M-F
- Leave Specialists 6am to 7pm M-F

Opting into communications via text and email messaging is recommended

Some information to have available when initiating a request include:

- Reason for Absence (i.e., own medical, family medical, pregnancy, parental bonding, etc.)
- Contact Information
- Anticipated begin and end dates
- Intermittent or Continuous

UCI® Human Resources

mysedgwick

# SEDGWICK COMMUNICATION OPTIONS

Website Portal	<a href="http://hr.uci.edu/sedgwick">hr.uci.edu/sedgwick</a>
Toll Free Phone <ul style="list-style-type: none"><li>• Interactive Voice Response 24/7/365</li><li>• Service Center 5:00 a.m. to 5:00 p.m. M-F</li><li>• Leave Specialist 6:00 a.m. to 7:00 p.m. M-F</li></ul>	(855) 922-2152
Toll Free Fax Use of fax is for submission of medical documentation only. Include employee name and employee ID or claim number.	(855) 800-5116
Email Use this email for submission of medical documentation only. Include employee name and employee ID or claim number.	<a href="mailto:Claimdocuments@sedgwick.com">Claimdocuments@sedgwick.com</a>
<b>Email for Supervisor Use Only</b> Questions, Concerns, or to Check a Case Status. Include Employee Name and ID number or claim number.	<a href="mailto:UCIrvine@sedgwick.com">UCIrvine@sedgwick.com</a> <b>*please do not share this email with our co-workers.</b>
Mail	Sedgwick Claim Management Services, Inc. PO BOX 14648 Lexington, KY 40512-4648

# mySedgwick

[hr.uci.edu/Sedgwick](https://hr.uci.edu/Sedgwick)

- Search for your employee's leave of absences.
- Review Leaves Status's
- Submit New Leaves
- Submit or Upload Medical Documentation
- Communicate with the Sedgwick's Case Examiner

You can access mySedgwick using Single Sign-On from your UCI net portal or by following this link:

<https://hr.uci.edu/sedgwick>



The screenshot shows the login interface for the University of California, Irvine (UCI). At the top left, the UCI logo is displayed next to the text "University of California, Irvine". Below this, the heading "Login with your UCInetID" is centered. There are two input fields: "UCInetID" and "Password". A link "Forgot your password?" is located below the password field. A prominent yellow "Login" button is centered below the input fields. At the bottom of the login box, there are two links: "Activate my UCInetID • Need help logging in?" and "View recent account activity". At the very bottom of the page, there are links for "Privacy Policy" and "OIT".



# mySedgwick Continued

- **Manage My Delegates:** There are three steps to establishing a delegate
  - Search for an employee and select them as your delegate
    - Enter criteria to search for a user (to access previously used delegates, you may leave search fields blank and simply select My Delegates)
    - Click “Add Delegate” beside the Employee Name from your search results who is being designated as your delegate
    - To end the delegation, complete the search process and select “Remove Delegates”
  - Edit the period during which they may act as your delegate
    - The start date will default to be effective immediately
    - Select “Edit Delegation Period” to select appropriate begin/end dates
  - Manage their permissions
    - Select the “pencil” icon under permissions to manage your delegates permissions by selecting the box next to applicable items (Reporting intermittent absence, Report a new claim, etc....)

ADD DELEGATE	EMPLOYEE NAME	EMPLOYEE ID	DATE HIRED	DELEGATION PERIOD START	DELEGATION PERIOD END	EDIT DELEGATION PERIOD	PERMISSIONS	REMOVE DELEGATES
	Amber K		1/16/2017	1/18/2018	1/18/2021			

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# Lincoln Financial Group



## Reporting Your Disability Claim

The **University of California** Basic and Voluntary Disability plans is issued by Liberty Life Assurance Company of Boston, a Lincoln Financial Group company.

Lincoln Financial Group offers employees direct access to claims resources and information. You can easily report a claim and check the status of your claim through Lincoln Financial Group's dedicated secure website or by telephone. Please visit: [www.MyLincolnPortal.com](http://www.MyLincolnPortal.com) to access employee resources and online tools, as referenced below. (Si usted prefiere las formas en Español, por favor contacte al Departamento de Beneficios o prestaciones.)

### When Do I Report a Claim?

Lincoln Financial Group is available 24 hours a day, 7 days a week. You may report a claim up to 30 days in advance of a planned disability absence (such as childbirth or prescheduled surgery) OR as soon as you are aware that you will be disabled due to illness or injury.

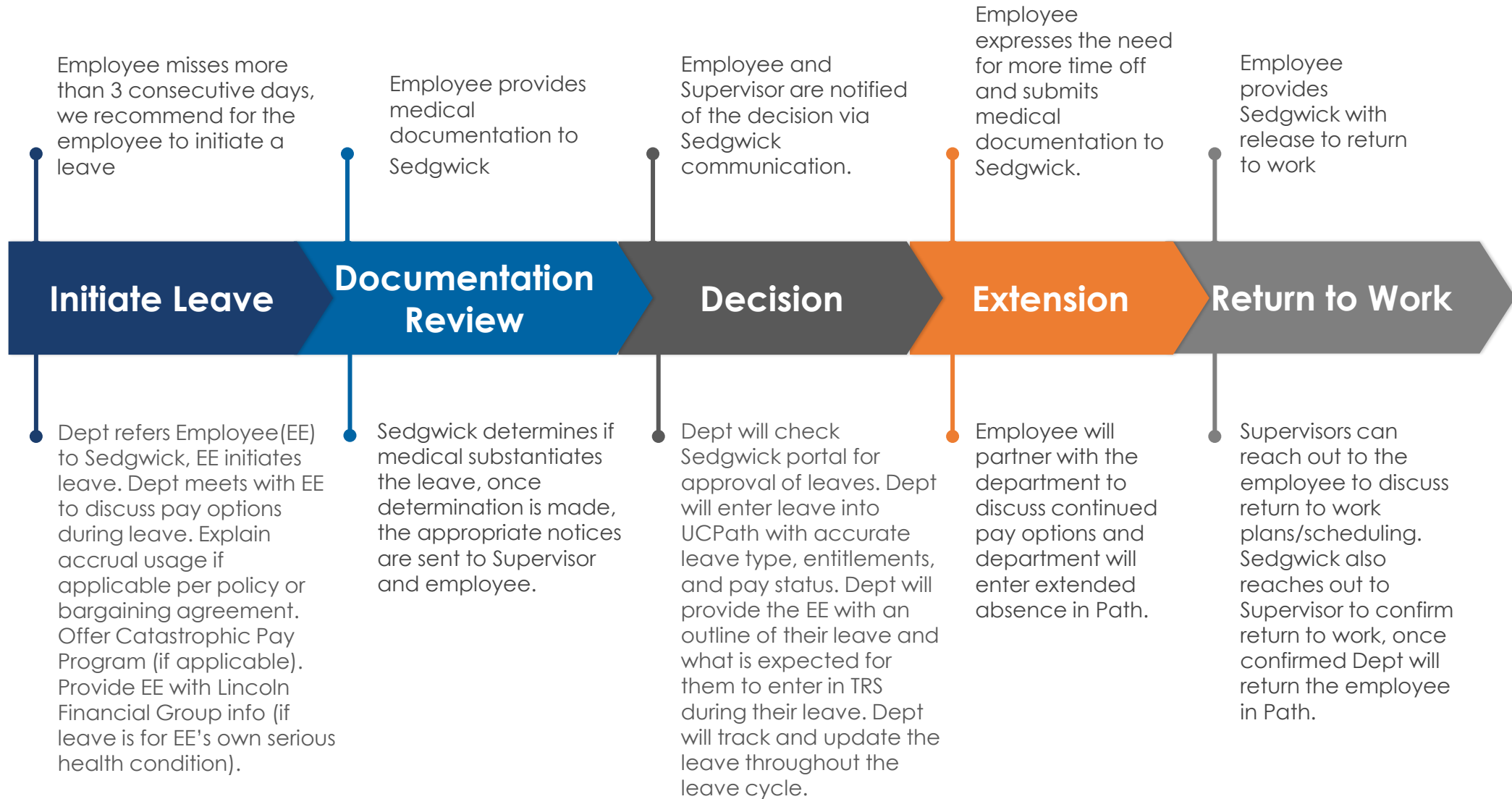
### How Do I Report a Claim?

1. Contact your supervisor to report your absence.
2. Report your claim via [www.MyLincolnPortal.com](http://www.MyLincolnPortal.com). First time users register by clicking on the "New User?" link next to the log in button on the top right-hand section of the page. You should use the Company Code **University** when setting up your access to this site.

Please have the following information available when you report your claim:

- Your physician or medical care provider's name, address, fax and telephone numbers
  - Your manager's name, telephone number and e-mail address
  - Reason you are out of work (diagnosis/symptoms)
  - Your last day worked, first day absent from work, and anticipated return to work date
3. Keep a record of your claim number. Reporting your claim online provides the added convenience of printing a claim report which includes your claim number and a summary of your claim details.
  4. In order to process your disability claim, you'll also be asked to sign and submit a medical authorization form to your doctor. Note: Lincoln Financial Group requires your physician to provide information about your medical condition. If this information cannot be obtained, benefits may be delayed.
  5. You may securely check the status of your claim online at [www.MyLincolnPortal.com](http://www.MyLincolnPortal.com) or by calling your Case Manager at **1-800-838-4461**.

# Leave Timeline



# New Leave Checklist

1. Review UCPath, under Administer Extended Absence for any prior leaves that would affect current leave.
2. Review Leave case in Sedgwick (MySedgwick) for status and eligibility.
  - a. Status > Certification Field
  - b. Eligibility & Entitlement > Eligibility.
3. Review EE's information in UC Path under Job Data.
  - a. What is their FTE?
    - i. Job Information Tab
  - b. Are they exempt or non-exempt?
    - i. Payroll Tab.
4. Review their accrual balance under Review Absence Balance in UC Path.
5. Which Union are they with, this will determine which accruals they can use (depending on the leave type), Union information can be found in UC Path under Job Data (Job Labor tab).
6. If leave for own medical - Review UCPath Benefit Summary to see which STD plan they have.
  - a. Basic: up to maximum of \$800 a month.
  - b. Voluntary Short-Term Disability, 60% of base salary (up to maximum \$15,000 per month)
  - c. 14 days waiting for both, if sick accruals are over 176, then EE must use 22 days of FTE is 1.0 (40 hours a week)
7. Connect with EE to schedule leave consultation.
8. Complete consult, set appropriate follow up task, ie: Confirm FDA (first date of absence), Enter EA (extended absence) in UC Path before UC Path deadlines (refer to guide for these dates), check Sedgwick status, confirm delivery if applicable and Confirm RTW.
  - a. These examples are not all inclusive.

# Family Medical Leave Act (FMLA)

Provides up to 12 weeks unpaid leave per calendar year for:

Employees serious health condition (inc. pregnancy)

- To care for a new child, whether for the birth of a son or daughter, or for the adoption or placement of a child in foster care.
- To care for a seriously ill spouse, son, daughter, or parent. The child must be under age 18, or over age 18 with a qualifying mental or physical disability.
- To recover from the worker's own serious illness.
- To care for an injured service member in the family.

Eligibility requirements: employed 12 months and have worked 1,250 hours during the 12 months prior to leave

Unpaid leave; provides job protection

Provides for continuation of UC employer paid contributions (medical, dental & vision)

# California Family Rights Act (CFRA)

Eligibility requirements are the same as FMLA, 12 months of service and 1,250 hours worked.

Eligible employees may take CFRA leave for a child, spouse, domestic partner, parent, parent-in-law, grandparent, grandchild, sibling, or someone else related by blood or in a family-like relationship (“designated person”) with a serious health condition.

Provides up to 12 weeks of leave.

Typically begins after PDL ends.

Parental Bonding –to bond with new child.

- Must be taken within 12 months of birth/placement.
- Must be taken in at least two-week increments.
- May take leave of less than two-week duration on two occasions.

Unpaid leave; provides job protection.

Provides for continuation of UC employer paid contributions (medical, dental & vision)

# Pregnancy Disability Leave (PDL)

Period of time when considered medically disabled due to pregnancy.

Generally, begins 2 weeks before birth and ends 6 weeks after birth (8 weeks for C-Section).

Up to 4 months (based on medical certification).

Unpaid leave; provides job protection.

Provides for continuation of UC employer paid contributions (medical, dental & vision).

# PAY OPTIONS DURING PERIOD OF DISABILITY

Disability claim benefits from Lincoln Financial Group (if enrolled)

- Basic Short-Term Disability (University Paid)
  - 14-day wait period
  - 55% of salary, up to \$800/month maximum, up to 6 months
- Voluntary Short-Term Disability Plan (Employee Paid)
  - 14-day waiting period
  - 60% of salary, up to \$15,000/month maximum, up to 6 months

Sick Leave Usage under LFG Disability

- Required to use accrued sick leave up to 22 working days, equivalent to 176 hours (F/T), if available
- Additional use of hours is optional

Vacation/PTO usage (Optional)

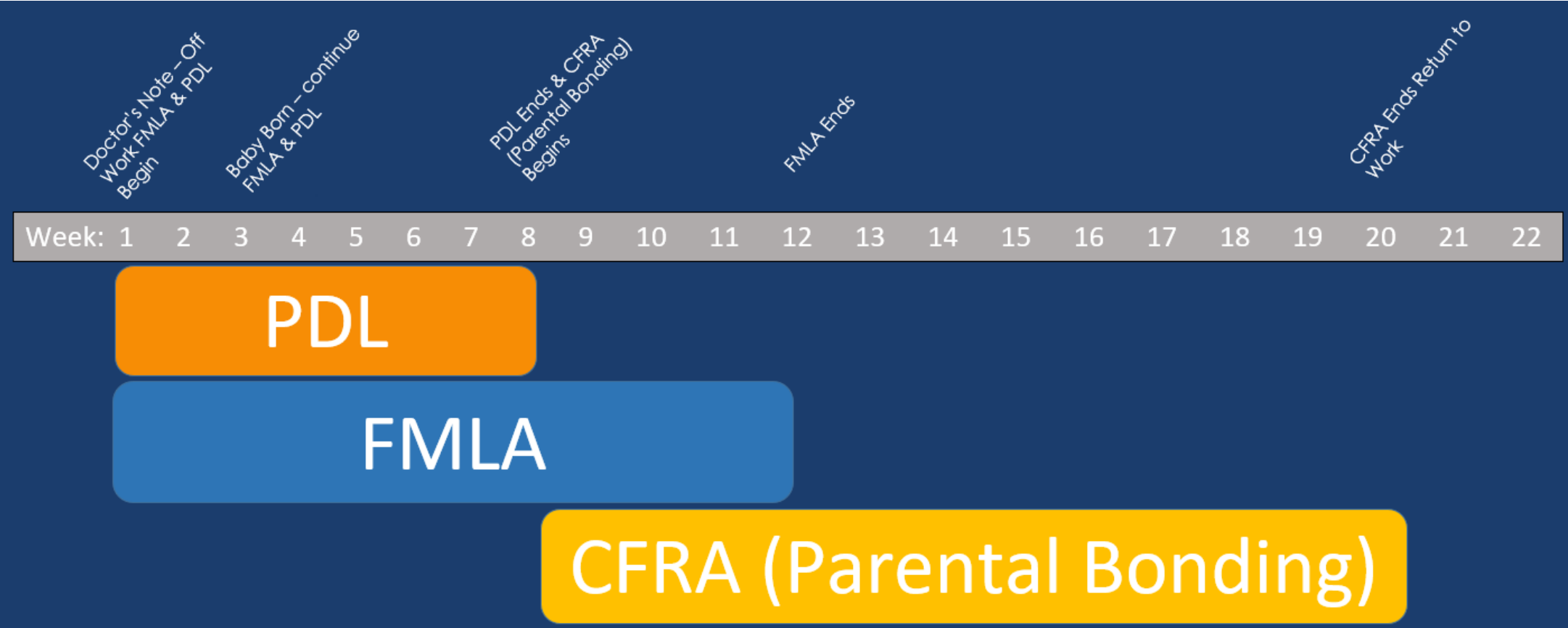
- Requires department approval
- Can be used for waiting period if sick time is exhausted

State Disability Insurance (SDI) – May be applicable if employed at UC less than 18 months or has a second job.

Unpaid Leave

# Pregnancy Disability Timeline

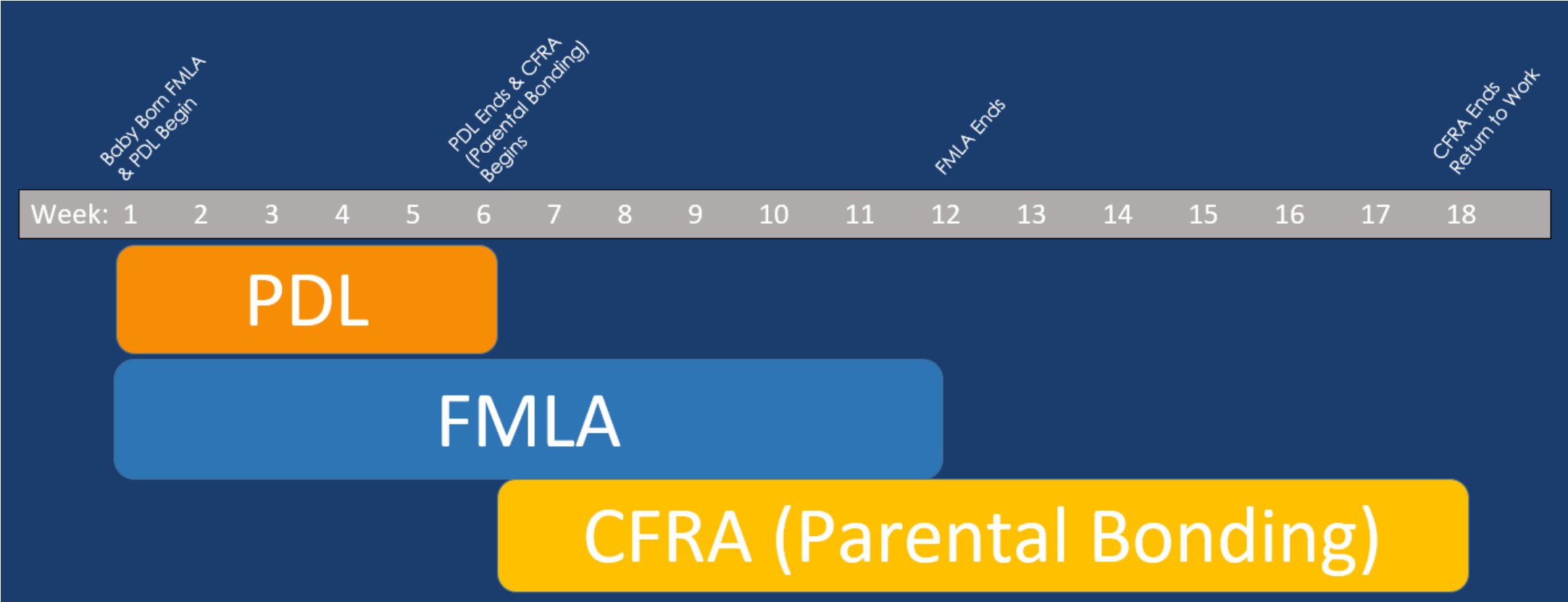
## How do FMLA, CFRA, and PDL Interact?





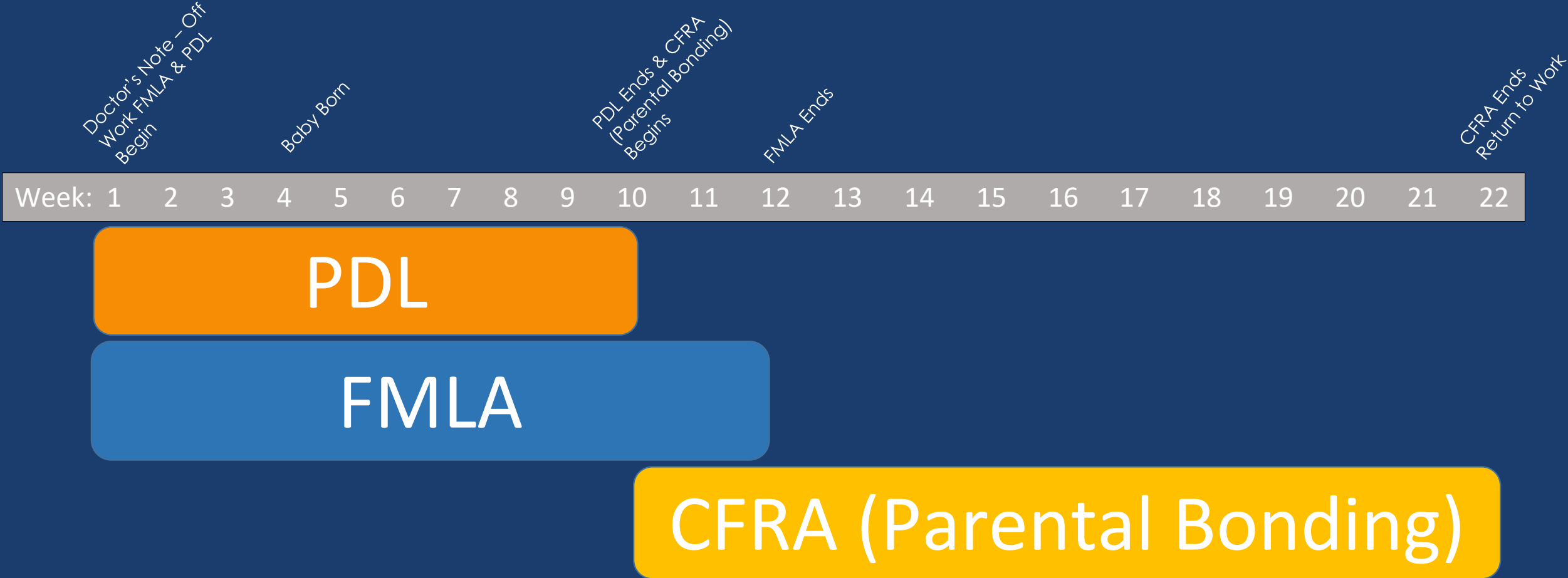
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## How do FMLA, CFRA, and PDL Interact?



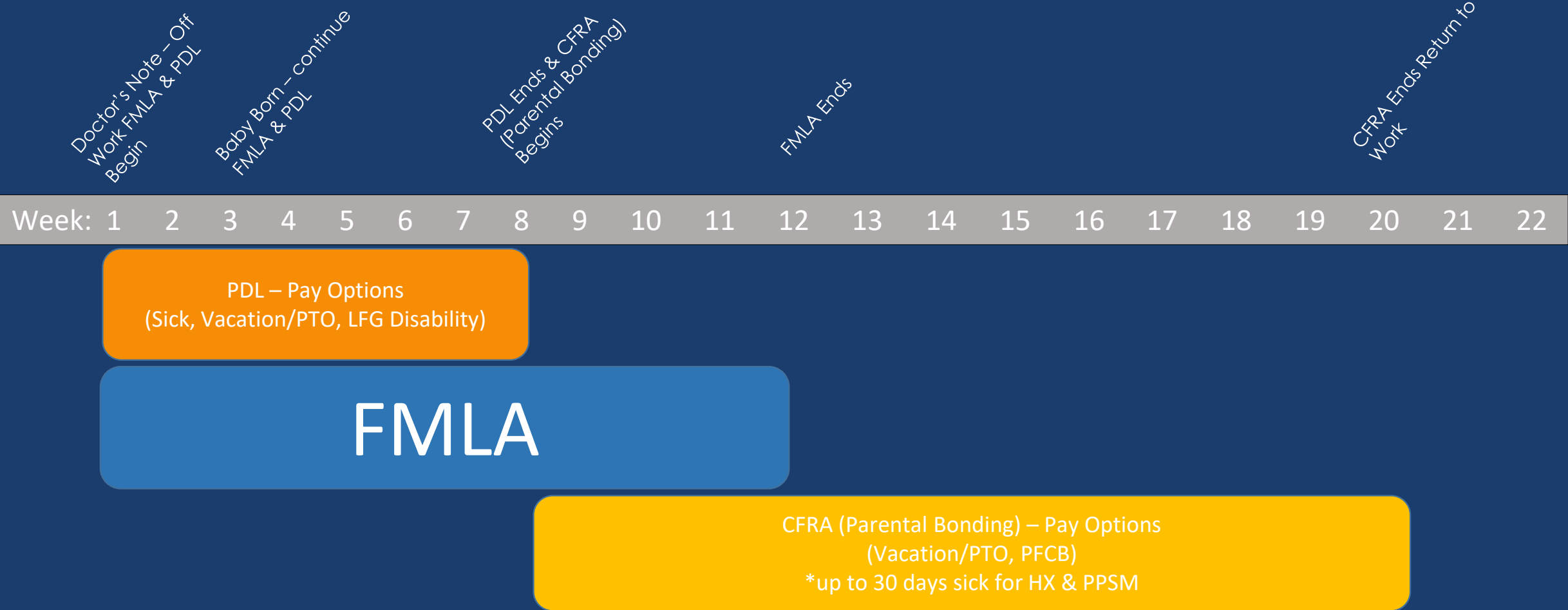
# Pregnancy Disability Timeline

## How do FMLA, CFRA, and PDL Interact?



# Pregnancy Disability Timeline

## How do FMLA, CFRA, and PDL Interact?



# State of CA Benefits > EDD

If Employee has been employed for less than 18 months or has another job, please refer to EDD for potential benefits through the state.

Pay is determined based on salary from previous employer.

Please note, eligible employees are not able to obtain pay through the state and through UCI simultaneously to bond with their child – unable to receive double pay. However, they can still obtain PFCB pay if it doesn't run concurrently with Paid Family Leave (PFL), and they have time remaining under CFRA.

Will need to work closely with the EE to ensure PFL and PFCB do not overlap.

The employee would contact EDD for further information: 800-300-5616 or 833-978-2511.

# Bargaining Contracts Related to Pay While on Leave

The screenshot shows the UCnet website interface. At the top left is the University of California logo and the text 'UCnet The benefits of working at UC'. To the right are 'Public Notices' and a search bar. A navigation bar contains links for Home, Compensation, Employee benefits, Work-life support, Career & community, Resources, and Retirees. An orange arrow points to the 'Resources' dropdown menu, which is open to show a list of categories. The 'Bargaining units and contracts' link is highlighted with a red box. Below the navigation bar are four columns of links: 'Benefits and career', 'Community and support', 'Employment policies, contracts and updates', and 'About UC'. At the bottom, there are three colored boxes containing additional links: a white box for 'HR forms and publications' and 'Your benefits accounts', a yellow box for 'UCRAYS: UCRP pension benefits' and 'Fidelity NetBenefits: Supplemental savings', and a pink box for 'See benefits info for:' with links for 'Postdoctoral scholars', 'Residents and fellows', 'Represented employees', and 'Retirees'.

**UNIVERSITY OF CALIFORNIA UCnet** The benefits of working at UC

Public Notices Search

Home Compensation Employee benefits Work-life support Career & community **Resources** Retirees

**Benefits and career**

- Location contacts
- Benefits plan contacts
- HR forms and publications
- UC Retirement Administration Service Center (RASC)
- UCPath
- UCRAYS
- Getting help with UCRAYS

**Community and support**

- Disability and accessibility support resources
- Employee perks and discounts
- LGBTQ+ Resource Centers
- Title IX Resources
- Systemwide Office of Civil Rights
- Systemwide Community Safety
- UC Whistleblower

**Employment policies, contracts and updates**

- Academic personnel policies
- Bargaining units and contracts**
- Bargaining updates and notices
- Personnel Policies for Staff Members

**About UC**

- Doing business with UC
- Information center
- UC's impact
- UniversityofCalifornia.edu

**HR forms and publications**

- [Benefits roadmaps](#)
- [Location contacts](#)
- [Benefits plan contacts](#)
- [UC Retirement Administration Service Center \(RASC\)](#)

**Your benefits accounts**

- [UCPath](#)
- [UCPath for former employees](#)
- [UC Retirement At Your Service \(UCRAYS\)](#)
- [Fidelity NetBenefits](#)

**UCRAYS: UCRP pension benefits**

**Fidelity NetBenefits: Supplemental savings**

**See benefits info for:**

- [Postdoctoral scholars](#)
- [Residents and fellows](#)
- [Represented employees](#)
- [Retirees](#)

**Community and support** →

# Personnel Policies for PPSM Related to Pay While on Leave (Cont'd)

The screenshot shows the UCnet website interface. At the top left is the University of California logo and the text 'UCnet The benefits of working at UC'. A navigation bar contains links for Home, Compensation, Employee benefits, Work-life support, Career & community, Resources (highlighted with an orange arrow), and Retirees. Below the navigation bar are four columns of links. The 'Employment policies, contracts and updates' column contains a link for 'Personnel Policies for Staff Members' which is highlighted with a red rectangular box. Other columns include 'Benefits and career', 'Community and support', and 'About UC'. At the bottom of the page, there are three promotional cards: 'Meet UCLA's incoming chancellor', 'Meet some of UC's amazing people', 'New to UC?', and 'July 1 retirees: Extended hours and more support options'.

**UNIVERSITY OF CALIFORNIA UCnet** The benefits of working at UC

Public Notices Search

Home Compensation Employee benefits Work-life support Career & community **Resources** Retirees

**Benefits and career**

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- Title IX Resources
- Systemwide Office of Civil Rights
- Systemwide Community Safety
- UC Whistleblower

**Employment policies, contracts and updates**

- Academic personnel policy
- Bargaining units and contracts
- Bargaining updates and notices
- Personnel Policies for Staff Members**

**About UC**

- Doing business with UC
- Information center
- UC's impact
- UniversityofCalifornia.edu

Meet UCLA's incoming chancellor View Employee News

**Meet some of UC's amazing people**

Including Emily Giovanelli and other staff who promote wellness.

[UC People](#)

**New to UC?**

Welcome! Check out everything you need to know and do as a new employee.

[Welcome to UC!](#)

**July 1 retirees: Extended hours and more support options**

Congratulations on your retirement!

[Learn how to prepare](#)

# Catastrophic Leave Program

## Overview

The UCI Program applies to Campus, Health center and Health Sciences employees and permits salary and benefits continuation for non-represented and eligible represented UCI staff and eligible faculty who have exhausted all paid leave due to catastrophic personal circumstances, including:

- their own serious illness or injury
- caring for a seriously ill member of the staff or eligible faculty member's family or household; or
- the death of a family member. Subject to the stated eligibility requirements, salary and benefits continuation is achieved through donation of vacation credits from other.

# Catastrophic Leave Continued

- You're required to use all leave accrued prior to use of donated leave hours.
- May use donated hours only up to their regular appointment percentage in any pay period.
- May receive designated donated (if there are any) and General Pool hours during any unpaid portion of the Basic/Voluntary Short Term Disability Plan waiting period. Eligibility ends when Disability Plan benefits begin.
- May receive a maximum of 40 hours, per calendar year, from the General Pool to supplement their leave.
- General Pool hours are subject to availability.

## How to Apply:

[https://uci.service-now.com/eec?id=sc\\_cat\\_item&sys\\_id=30be30e61bff0c10953b7510cd4bcb4c](https://uci.service-now.com/eec?id=sc_cat_item&sys_id=30be30e61bff0c10953b7510cd4bcb4c)



# Insurance Benefits While on Leave

Paid Leave	Unpaid Leave
All insurance benefits continue as normal deductions from paycheck.	Medical Insurance: monthly premiums billed to home address from UC Path; employees receive UC employer paid contribution when employee's leave qualifies for PDL, FMLA, CFRA entitlement(s) or on approved short-term disability claim with Lincoln Financial.
	Dental & Vision Insurance: monthly premiums paid by UC when employee's leave qualifies for PDL, FMLA, CFRA entitlement(s).
	Life Insurance: It depends on the plan you've elected, please refer to the Leave Without Pay guide.
	Lincoln Financial Disability: monthly premiums not due while utilizing disability plan.
	URRP: Employees do not contribute to UC Pension while on unpaid leave.

# Timecards While on Leave

	Exempt	Non-Exempt
TRS - Intermittent or Reduced Work Schedule Leave	<ul style="list-style-type: none"> <li>*Extended Absence must be entered in UCPATH for system to accept FMLA pay codes or the partial absences.</li> <li>*Leave must be approved with Sedgwick before entering EA.</li> <li>*Paycodes: FMLA Sick, FMLA Vacation, FMLA NP</li> </ul>	<ul style="list-style-type: none"> <li>*Extended Absence must be entered in UCPATH for system to accept FMLA pay codes.</li> <li>*Leave must be approved with Sedgwick before entering EA.</li> <li>*Paycodes: FMLA Sick, FMLA Vacation, FMLA NP</li> </ul>
TRS - Continuous	<ul style="list-style-type: none"> <li>*Unpaid Leave - Unpaid Extended Absence must be entered into UCPATH before the Path deadline or they will be paid in full.</li> <li>*Unpaid Leave - We do NOT enter Leave without pay on their timecards, we leave the timecard blank.</li> <li>*Paid Leave - Only sick and vacation hours must be recorded on timecards for Exempt employees.</li> </ul>	<ul style="list-style-type: none"> <li>*Unpaid Leave - Approved Leave without Pay must be recorded on their timecard.</li> <li>*Unpaid Leave - Paycodes: LWOP (Leave without Pay) or if approved under FMLA, FMLA NP (no pay).</li> <li>*Paid Leave - Sick and vacation hours must be recorded on timecards.</li> </ul>
TRS - PFCB	<ul style="list-style-type: none"> <li>*Extended Absence must be entered in UCPATH for system to accept FMLA pay codes.</li> <li>*Leave must be approved with Sedgwick before entering the EA.</li> <li>*TRS users must enter their own PFCB hours to receive pay.</li> <li>*Holidays &amp; PFCB - We count holidays towards the overall PFCB duration. PFCB entitlement is decremented on holidays, even though the holiday is listed on the timecard.</li> <li>*Pay codes: Family Care (Family Care &amp; Bonding)</li> </ul>	<ul style="list-style-type: none"> <li>*Extended Absence must be entered in UCPATH for system to accept FMLA pay codes.</li> <li>*Leave must be approved with Sedgwick before entering the EA.</li> <li>*TRS users must enter their own PFCB hours to receive pay.</li> <li>*Holidays &amp; PFCB - We count holidays towards the overall PFCB duration. PFCB entitlement is decremented on holidays, even though the holiday is listed on the timecard.</li> <li>*Pay codes: Family Care (Family Care &amp; Bonding)</li> </ul>

# Payroll Processing Schedule 2025



**Break**

# Bonding

- California Family Rights Act (CFRA)
- Eligibility requirements are the same as FMLA
- Provides up to 12 weeks of leave
  - Typically begins after PDL ends
- Parental Bonding – to bond with new child
  - Must be taken within 12 months of birth/placement
  - Must be taken in at least two-week increments
  - May take leave of less than two-week duration on two occasions.
- Unpaid leave; provides job protection
- Provides for continuation of UC employer paid contributions (medical, dental & vision)

# Paid Family Care & Bonding (PFCB)

PFCB may be an option when employees are taking Family Medical Leave (FML) for the following four reasons:

- To care for a family member with a serious health condition (FMLA/CFRA)
- For Parental Bonding Leave (i.e. Baby Bonding Leave)(FMLA/CFRA)
- For Military Caregiver Leave (FMLA)
- For Qualifying Exigency Leave (FMLA/CFRA)

PFCB is NOT an option when FML is taken for:

- Employee's own serious health condition (FMLA/CFRA)
- Employee's pregnancy disability (FMLA/PDLL)

Must qualify for FMLA/CFRA to be eligible for PFCB

Must be used in increments of at least 1 workweek

- For Parental Bonding, must be taken in increments of at least 2 weeks (except on 2 occasions)

# Paid Family Care & Bonding (PFCB) Con't

If eligible, may opt to receive 100% of eligible earnings during certain approved Family and Medical Leaves (FML).

Up to 8 workweeks per calendar year

If employee elects PFCB, they must continue to use PFCB until they,

- exhaust full 8 work weeks of PFCB for the calendar year, or
- the qualifying FML ends

Considered taxable income. Normal deductions are taken out.

Retirement Service Credits – While on PFCB you will continue to accrue retirement service credits.

\* Subject to collective bargaining where applicable.\*

# Supplemental FML

- A regular status non-represented employee who has exhausted all FMLA is eligible for Supplemental FML for up to an additional 12 workweeks or until the end of the calendar year, whichever is less, if the need for a FML that is in progress continues beyond 12 workweeks.
- However, the aggregate absence from work for PDL, other FMLA, and Supplemental FML may not exceed seven months during the calendar year, except as may be required by law.
- For employees on Supplemental FML, health plan coverage (medical, dental, and optical) will continue in accordance with each plan's requirements. \*Subject to full-premiums (UC Employer and Employee Costs) for benefits
- An employee may elect to substitute accrued vacation, sick leave, PTO (if applicable), and/or compensatory time off for leave without pay if the underlying FML is due to the employee's own pregnancy disability or other serious health condition. An employee may elect to substitute accrued vacation and up to 30 days of sick leave in a calendar year if the underlying FML is to care for a family member with a serious health condition, parental bonding leave, or Military Caregiver Leave as provided for under applicable provisions of the policy.



# PERSONAL LEAVES

- Managed by Sedgwick and department Human Resources contact.
- Unpaid leave.
- Check PPSM and Bargaining Agreements for permissible leave accrual usage.
- Personal Leave decisions are at the discretion of the department to approve or deny the request.
- Employees on unpaid status are subject to full benefit premiums (Employer and Employee portions).

# BEREAVEMENT LEAVES – NOT MANAGED BY SEDGWICK

- Managed by the department Human Resources contact.
- Unpaid Leave.
- Check PPSM and Bargaining Agreements for leave accrual usage.
- CLP (Catastrophic Leave Pay) can be requested for bereavement leaves.
- Employees on unpaid status are subject to full benefit premiums (Employer and Employee portions).

# Reproductive Loss Leave Overview

## NOT MANAGED BY SEDGWICK

An eligible employee may take up to five days of Reproductive Loss Leave following a reproductive loss (i.e., failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction) by the employee, by the employee's current spouse or domestic partner, or by another individual if the employee would have been a parent of a child had the reproductive loss not occurred.

# Reproductive Loss Leave Con't

- **Eligibility:**
  - Employed with UCI for at least 30 days.
- **Reproductive Loss Leave is defined as:**
  - Failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.
- **Duration:**
  - An eligible employee may take up to five days consecutive or non-consecutive of Reproductive Loss Leave following a reproductive loss. If the employee experiences more than one reproductive loss, the employee may take up to a total of 20 days of Reproductive Loss Leave within a calendar year (no more than five days for each loss).
- **Processing Leave Requests:**
  - Due to the sensitivity around these leaves, UCI's Leave Team will be managing these leaves internally, please do not refer them to Sedgwick, refer the employee to the EEC for the initiation process.
- **Pay:**
  - Reproductive Loss Leave is **unpaid**, but eligible employees may elect to use certain types of paid leave to remain on pay status during this leave depending on the policy or collective bargaining agreement that applies to the employee.

# RETURN TO WORK

As a manager or Department Leave Administrator, you are welcome and encouraged to check in periodically and discuss return to work plans with the employee.

For an employee's own medical condition, a medical release note is needed for them to return to work.

Upon the employees return to work:

If an employee provides you with a restricted return to work note, and you can accommodate, to expedite the process, you may allow them to return to work, and then you can notify Sedgwick of their return.

You do not have to wait for Sedgwick if you have a copy of the note and can accommodate. This also applies to return-to-work full duty notes.



# Path Entries

# Medical Leave 14 Day Disability Waiting Period

**New Extended Absence Request** Personalize | Find | View All | [grid icon] | [calendar icon] First 1 of

Extended Absence Details | JED Additional Earnings Codes | Job Overrides | Attachments [calendar icon]

	*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	*Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL/PFCB Adjustment Hours	Notes	Save	Submit
1	03/01/2024 [calendar icon]	03/15/2024 [calendar icon]	[calendar icon]	Medical Leave*	Employee's SHC-FMLA/CFRA	Paid-Block	02/29/2024 [calendar icon]		Notes	Save	Submit

**New Extended Absence Request** Personalize | Find | View All | [grid icon] | [calendar icon] First 1 of

Extended Absence Details | JED Additional Earnings Codes | Job Overrides | Attachments [calendar icon]

	*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	*Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL/PFCB Adjustment Hours	Notes	Save	Submit
1	03/15/2024 [calendar icon]	04/15/2024 [calendar icon]	[calendar icon]	Medical Leave*	Employee's SHC-FMLA/CFRA	Unpaid-Block	02/29/2024 [calendar icon]		Notes	Save	Submit

- Enter Medical Leave for 14 days, paid using sick and or vacation accruals (per their bargaining contract). For further information around Holiday pay please refer to the appropriate contract or policy.
  - This is only when the employee has 10 days of accruals, if less then the paid portion would only reflect their actual accrual balance.
  - If the employee does not have enough accruals to satisfy the waiting period, then the employee can request Catastrophic Leave.
- Enter the remainder of leave, unpaid and employee will receive disability.

# Medical Leave Using 22 Days of Sick Before Disability Starts

New Extended Absence Request Personalize | Find | View All | First 1 of

Extended Absence Details | JED Additional Earnings Codes | Job Overrides | Attachments

	*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	*Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL/PFCB Adjustment Hours	Notes	Save	Submit
1	03/01/2024	04/03/2024		Medical Leave*	Employee's SHC-FMLA/CFRA	Paid-Block	02/29/2024		Notes	Save	Submit

New Extended Absence Request Personalize | Find | View All | First 1 of

Extended Absence Details | JED Additional Earnings Codes | Job Overrides | Attachments

	*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	*Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL/PFCB Adjustment Hours	Notes	Save	Submit
1	04/03/2024	04/15/2024		Medical Leave*	Employee's SHC-FMLA/CFRA	Unpaid-Block	02/29/2024		Notes	Save	Submit

- Enter Medical Leave using 22 days of sick
- Enter the remainder of leave, unpaid and employee will receive disability



# Pregnancy Disability Leave

**New Extended Absence Request** Personalize | Find | View All | [?] | [grid] First 1 of

Extended Absence Details | JED Additional Earnings Codes | Job Overrides | Attachments [icon]

	*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	*Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL/PFCB Adjustment Hours	Notes	Save	Submit
1	03/01/2024 [31]	04/03/2024 [31]	[31]	Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Paid-Block	02/29/2024 [31]		Notes	Save	Submit

**New Extended Absence Request** Personalize | Find | View All | [?] | [grid] First 1 of

Extended Absence Details | JED Additional Earnings Codes | Job Overrides | Attachments [icon]

	*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	*Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL/PFCB Adjustment Hours	Notes	Save	Submit
1	04/03/2024 [31]	04/26/2024 [31]	[31]	Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Unpaid-Block	02/29/2024 [31]		Notes	Save	Submit

- Enter Pregnancy Leave using 22 days of sick
- Enter the remainder of leave, unpaid and employee will receive disability

# BONDING

**Request Extended Absence**

Empl ID 10309895 Lynda Rogers UC Irvine Campus HR GENERALIST 2 Nonexempt Benefit Summary Review Absence Balance

**FMLA/CFRA Eligibility**

Eligible for FMLA?:  FMLA Override:  PFCB override:

Eligible for CFRA?:  CFRA Override:

Service Months: 251.94 Eligibility Hours: 1525.25

Note: Exempt employees may be eligible regardless of the reflected eligibility hours. [More Info](#)

**\*FMLA/CFRA/PDLL Balances & Takes**

FMLA Balance: FULL CFRA Balance: FULL PDLL Balance: FULL

FMLA Taken: 0 CFRA taken: 0 PDLL taken: 0

\*Note: Balances and Takes are as of 04/13/2024

**\*PFCB Balance & Takes**

PFCB Balance 0

PFCB Taken 0

**Extended Absence Summary** Personalize | Find | View All | First 1 of 1

Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL/PFCB Adjustment Hours	Workflow Status	Notes
1										

**New Extended Absence Request**

* Start Date	* Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave
1 01/22/2024 <input type="text"/>	03/16/2024 <input type="text"/>	<input type="text"/>	Parental Bonding*	

Message

Is this (PFCB) Parental Bonding and Family Care related? (32001,1901)

- Enter Start Date (First day of leave)
- Expected Return Date (Day after end date of PFCB)
- Leave Type – select Parental Bonding
- Select “Yes” when asked if this is (PFCB) related
- Pop up message will appear when the leave type is eligible for PFCB pay

# BONDING

Empl ID 10309895 Lynda Rogers

UC Irvine Campus

HR GENERALIST 2

Nonexempt

[Benefit Summary](#)

[Review Absence Balance](#)

**FMLA/CFRA Eligibility**

Eligible for FMLA?:       FMLA Override:       PFCB override:

Eligible for CFRA?:       CFRA Override:

Service Months: 251.94      Eligibility Hours: 1525.25

Note: Exempt employees may be eligible regardless of the reflected eligibility hours. [More Info](#)

**\*FMLA/CFRA/PDLL Balances & Takes**

FMLA Balance: FULL      CFRA Balance: FULL      PDLL Balance: FULL

FMLA Taken: 0      CFRA taken: 0      PDLL taken: 0

\*Note: Balances and Takes are as of 04/13/2024

**\*PFCB Balance & Takes**

PFCB Balance 0

PFCB Taken 0

**Extended Absence Summary** [Personalize](#) | [Find](#) | [View All](#) | | First 1 of 1 Last

Extended Absence Details		JED Additional Earnings Codes		Workers' Compensation	Sabbatical	Pay Period Dates for AY Academics	Job Overrides	Attachments		
Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL/PFCB Adjustment Hours	Workflow Status	Notes
1										Notes

**New Extended Absence Request** [Personalize](#) | [Find](#) | [View All](#) | | First 1 of 1 Last

Extended Absence Details		JED Additional Earnings Codes		Job Overrides	Attachments					
*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	*Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL/PFCB Adjustment Hours	Notes	Save	Submit
1	01/22/2024	03/16/2024		Parental Bonding*	PFCB Parental Bond-FMLA/CFRA	Paid-Block	01/19/2024	320	Notes	<input type="button" value="Save"/> <input type="button" value="Submit"/>

- For the FMLA/CFRA/PDLL Leave section select PFCB Parental Bonding (then choose FMLA/CFRA or FMLA or CFRA)
- Paid/Unpaid – select Paid-Block
- Enter Last Date Worked
- Adjustment Hours Box – (Monthly employees enter the hours on PFCB for this leave entry/BW employees leave blank)
- Enter your notes for this leave

# BONDING

The screenshot shows the 'New Extended Absence Request' form. The form includes fields for \*Start Date (01/22/2024), \*Expected Return Date (03/16/2024), Actual Return Date, Leave type (Parental Bonding\*), and FMLA/CFRA/PDLL Leave type (PFCB Parental Bonding\*). A success message pop-up is displayed over the form, stating: 'The Extended Absence Request was successfully saved. The request must be submitted in order for it to be approved.' with an OK button.

The screenshot shows the 'Extended Absence Summary' table and the 'New Extended Absence Request' form. The summary table has the following data:

Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL/PFCB Adjustment Hours	Workflow Status	Notes
1	535775 01/22/2024	03/16/2024		Parental Bonding*	PFCB Parental Bond-FMLA/CFRA	Paid-Block	01/19/2024	320.00	Submitted	Notes

The 'New Extended Absence Request' form is partially visible, showing the same fields as in the previous screenshot. A success message pop-up is displayed, stating: 'The Extended Absence Request was Submitted Successfully' with an OK button.

- After clicking the Save button you will get the pop-up message that your leave entry was saved successfully. Click OK
- After clicking the Submit button you will get the pop-up message that your leave entry was submitted successfully. Click OK
- Your leave has now been submitted and waiting for approval by your local department HR approver.

# FMLA/CFRA EXHAUSTED LEAVE

Request Extended Absence

Empl ID 10309895 Lynda Rogers UC Irvine Campus HR GENERALIST 2 Nonexempt Benefit Summary Review Absence Balance

**FMLA/CFRA Eligibility**

Eligible for FMLA?:  FMLA Override:  PFCB override:

Eligible for CFRA?:  CFRA Override:

Service Months: 251.94 Eligibility Hours: 1445.75

Note: Exempt employees may be eligible regardless of the reflected eligibility hours. [More Info](#)

**\*FMLA/CFRA/PDLL Balances & Takes**

FMLA Balance: FULL CFRA Balance: FULL PDLL Balance: FULL

FMLA Taken: 0 CFRA taken: 0 PDLL taken: 0

\*Note: Balances and Takes are as of 04/27/2024

**\*PFCB Balance & Takes**

PFCB Balance 0

PFCB Taken 0

**Extended Absence Summary** Personalize | Find | View All | First 1 of 1 Last

Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL/PFCB Adjustment Hours	Workflow Status	Notes
1	535775 01/22/2024	03/16/2024		Parental Bonding*	PFCB Parental Bond-FMLA/CFRA	Paid-Block	01/19/2024	320.00	Denied	Notes

**New Extended Absence Request** View All | First 1 of 1 Last

* Start Date	* Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave
1 01/22/2024	03/16/2024		Medical Leave*	

Message

Is this (PFCB) Parental Bonding and Family Care related? (32001,1901)

- Enter Start Date (First day without FMLA or CFRA entitlement)
- Expected Return Date (Day after leave ends)
- Leave Type – select Leave type accordingly
- Select “No” when asked if this is (PFCB) related
- Pop up message will appear when the leave type is eligible for PFCB pay



# FMLA/CFRA EXHAUSTED LEAVE

Request Extended Absence

Empl ID 10309895 Lynda Rogers UC Irvine Campus HR GENERALIST 2 Nonexempt Benefit Summary Review Absence Balance

**FMLA/CFRA Eligibility**

Eligible for FMLA?:  FMLA Override:  PFCB override:

Eligible for CFRA?:  CFRA Override:

Service Months: 251.94 Eligibility Hours: 1445.75

Note: Exempt employees may be eligible regardless of the reflected eligibility hours. [More Info](#)

**\*FMLA/CFRA/PDLL Balances & Takes**

FMLA Balance: FULL CFRA Balance: FULL PDLL Balance: FULL

FMLA Taken: 0 CFRA taken: 0 PDLL taken: 0

\*Note: Balances and Takes are as of 04/27/2024

**\*PFCB Balance & Takes**

PFCB Balance 0

PFCB Taken 0

**Extended Absence Summary** Personalize | Find | View All | First 1 of 1 Last

Extended Absence Details		JED Additional Earnings Codes		Workers' Compensation	Sabbatical	Pay Period Dates for AY Academics	Job Overrides	Attachments		
Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL/PFCB Adjustment Hours	Workflow Status	Notes
1	535775	01/22/2024	03/16/2024	Parental Bonding*	PFCB Parental Bond-FMLA/CFRA	Paid-Block	01/19/2024	320.00	Denied	Notes

**New Extended Absence Request** First 1 of 1 Last

Extended Absence Details		JED Additional Earnings Codes		Job Overrides	Attachments
*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/P	
1	01/22/2024	03/16/2024	Medical Leave*		

Message

Please consider selecting the appropriate FMLA/CFRA/PDLL for the leave of absence if applicable. (32004,340)

OK

- Click Ok

# FMLA/CFRA EXHAUSTED LEAVE

<b>FMLA/CFRA Eligibility</b>			<b>*FMLA/CFRA/PDLL Balances &amp; Takes</b>			<b>*PFCB Balance &amp; Takes</b>
Eligible for FMLA?: <input checked="" type="checkbox"/>	FMLA Override: <input type="checkbox"/>	PFCB override: <input type="checkbox"/>	FMLA Balance: FULL	CFRA Balance: FULL	PDLL Balance: FULL	PFCB Balance 0
Eligible for CFRA?: <input checked="" type="checkbox"/>	CFRA Override: <input type="checkbox"/>		FMLA Taken: 0	CFRA taken: 0	PDLL taken: 0	PFCB Taken 0
Service Months: 251.94	Eligibility Hours: 1445.75		*Note: Balances and Takes are as of 04/27/2024			
Note: Exempt employees may be eligible regardless of the reflected eligibility hours. <a href="#">More Info</a>						

Extended Absence Summary										
Personalize   Find   View All   [Print]   [Refresh] First 1 of 1 Last										
Extended Absence Details   JED Additional Earnings Codes   Workers' Compensation   Sabbatical   Pay Period Dates for AY Academics   Job Overrides   Attachments										
Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL/PFCB Adjustment Hours	Workflow Status	Notes
1	535775	01/22/2024	03/16/2024	Parental Bonding*	PFCB Parental Bond-FMLA/CFRA	Paid-Block	01/19/2024	320.00	Denied	Notes

New Extended Absence Request											
Personalize   Find   View All   [Print]   [Refresh] First 1 of 1 Last											
Extended Absence Details   JED Additional Earnings Codes   Job Overrides   Attachments											
	*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	*Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL/PFCB Adjustment Hours	Notes	Save	Submit
1	01/22/2024 [31]	03/16/2024 [31]	[31]	Medical Leave*		Unpaid-Block	01/19/2024 [31]		Notes	Save	Submit

- Since this employee exhausted their FMLA/CFRA entitlements you will not designate it as FMLA/CFRA
- Select Paid or Unpaid accordingly
- If an employee is on an unpaid unprotected leave, they will be responsible for the entire portion of their benefit premiums (the employee & UC portions)
- Enter your notes accordingly Ex: EE out on non-FMLA/non-CFRA Medical Leave. Unpaid Block 1/22/24 – 3/16/24. Expected RTW 3/16/24. Thank you.
- Check the leave entry for accuracy then click Submit.
- Please note once all leave entitlements have been exhausted the leave will be processed under Disability Management/Accommodation.

# SUPPLEMENTAL FMLA

Request Extended Absence

Empl ID 10309895 Lynda Rogers UC Irvine Campus HR GENERALIST 2 Nonexempt Benefit Summary Review Absence Balance

**FMLA/CFRA Eligibility**

Eligible for FMLA?:  FMLA Override:  PFCB override:

Eligible for CFRA?:  CFRA Override:

Service Months: 251.94 Eligibility Hours: 1374.50

Note: Exempt employees may be eligible regardless of the reflected eligibility hours. [More Info](#)

**\*FMLA/CFRA/PDLL Balances & Takes**

FMLA Balance: FULL CFRA Balance: FULL PDLL Balance: FULL

FMLA Taken: 0 CFRA taken: 0 PDLL taken: 0

\*Note: Balances and Takes are as of 04/27/2024

**\*PFCB Balance & Takes**

PFCB Balance 0

PFCB Taken 0

**Extended Absence Summary** Personalize | Find | View All | First 1 of 1 Last

Extended Absence Details		JED Additional Earnings Codes	Workers' Compensation	Sabbatical	Pay Period Dates for AY Academics	Job Overrides	Attachments			
Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL/PFCB Adjustment Hours	Workflow Status	Notes
1	535775	01/22/2024	03/16/2024	Parental Bonding*	PFCB Parental Bond-FMLA/CFRA	Paid-Block	01/19/2024	320.00	Denied	Notes

**New Extended Absence Request** Personalize | Find | View All | First

Extended Absence Details		JED Additional Earnings Codes	Job Overrides	Attachments						
*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	*Paid/Unpaid	*Last Date Worked	FMLA/CFRA/PDLL/PFCB Adjustment Hours	Notes	Save	Sub
1	01/22/2024	03/16/2024	Supplemental FMLA		Unpaid-Block	01/19/2024		Notes	Save	Sub

- Enter Start Date (First day of leave or First day without FMLA or CFRA entitlement.)
- Expected Return Date (Day after end date)
- Leave Type – select Supplemental FMLA
- Select Paid/Unpaid option
- Enter Last Day Worked
- Check the leave entry for accuracy and then Submit





# Accommodation or Disability Management

# RECOGNIZING LEAVE & ACCOMMODATION NEEDS

Employee's may not specifically ask for a leave of absence or an accommodation, here are some ways to recognize there is a need:

This is not always straightforward

- Isn't always "I hurt my back and can't lift".
- Challenges can be physical or mental.
- Can be seen as stress, a need to step away from work frequently, need more time to complete tasks, loss of focus in their environment, crying at work, sleeping at work, etc.
- Can be excessive absences or frequent tardies.
- Can be an employee using medical reasoning as an explanation for absences or performance issues (medication makes it hard to focus, needing extra breaks due to illness, etc.).

Keep an ear out for anything that might be putting us on notice of a disability, or something that has put us on notice in the past.

Advise the employee that if they believe they have a disability that needs accommodation or leave of absence, they should reach out to Sedgwick for assistance and to start the process. Discussions with the employee should be documented.

# CAN & CANNOT'S

- When making a request, medical documentation only needs to indicate that an individual has a disability/serious health condition which necessitates a reasonable accommodation or leave of absence. Specific diagnosis information is not required.

## Cannot:

- Ask the individual or their medical provider to specify the medical diagnosis/condition.
- Ask the reason **why** an accommodation or leave is needed.

## Can:

- You can ask if the employee needs an accommodation or leave of absence.
- Provide the individual with the correct information to start the accommodation or leave process.
- Ask for estimated dates in which the accommodation or leave may be needed.
- Ask if there is anything you can do to provide support.
- Check in periodically and discuss return to work plans with the employee.

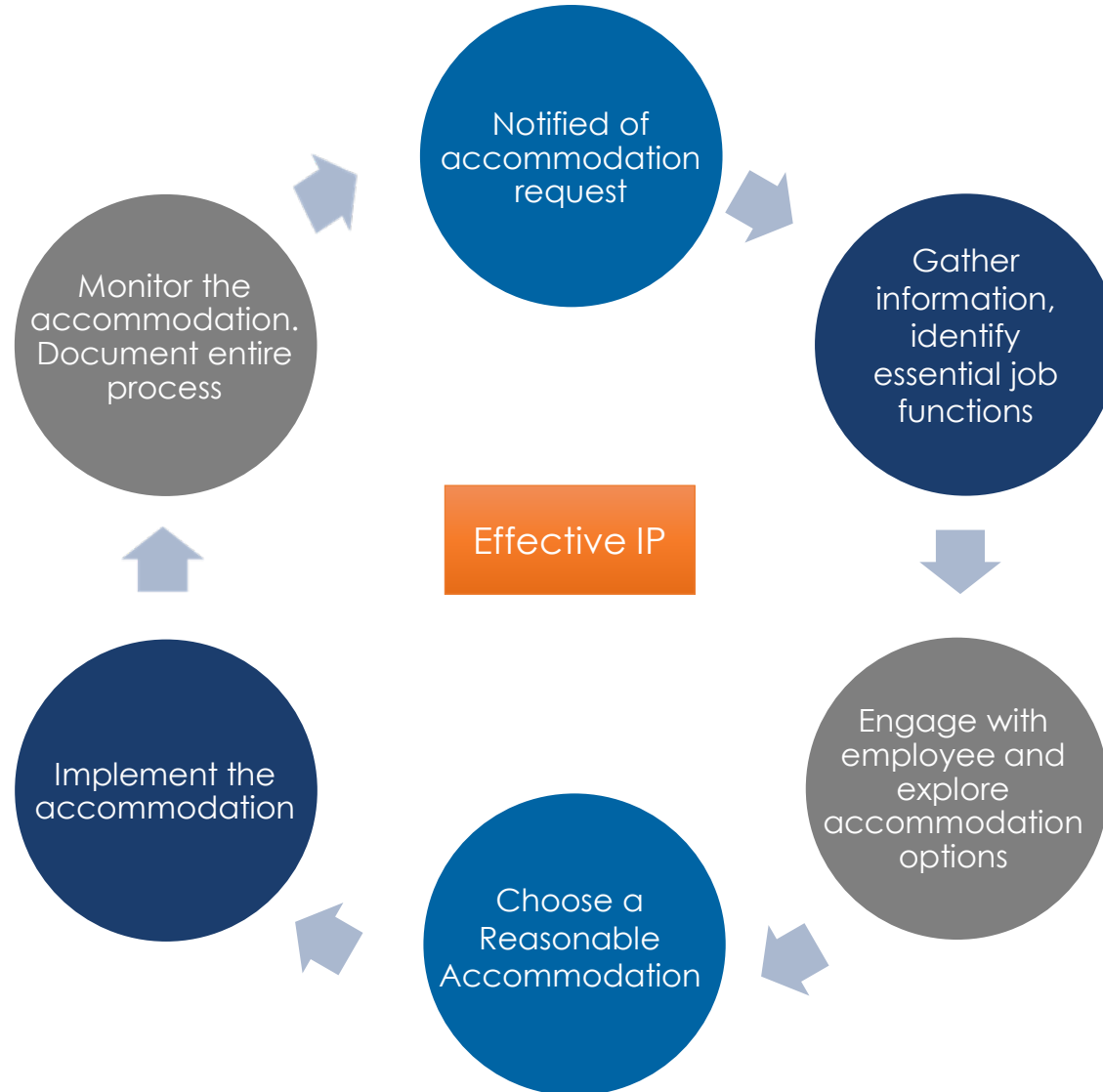
# INTERACTIVE PROCESS

Interactive Process refers to the process in which employees, supervisors, and their departments determine whether a reasonable accommodation can be made to an employee. This is a **legal obligation** that applies to both workers' compensation and non-occupational related injuries or illnesses.

Once we are aware of an accommodation need, we are required to engage in the interactive process to find out if there are reasonable accommodations that will allow them to be successful.

The Disability Management Specialist will help guide you through this process.

# INTERACTIVE PROCESS



# Resources

Your Guide to UC Disability Benefits

<https://ucnet.universityofcalifornia.edu/forms/pdf/your-guide-to-uc-disability-benefits-fact-sheet.pdf>

Disability Information on UC Net

<https://ucnet.universityofcalifornia.edu/forms/pdf/your-guide-to-uc-disability-benefits-fact-sheet.pdf>

HR Leaves Site

<https://www.hr.uci.edu/partnership/benefits/leaveadmin/>

Upcoming Trainings – please register under UCLC

- Quarterly Disability Management & The Interactive Process
- Monthly Expecting Parents Workshop
- Quarterly – Leaves & UCPath Entries for De-Centralized Campus (this training)
- Quarterly - Managing Staff Leaves w/ Sedgwick training.
  - Please be sure to register for the appropriate training, i.e. Campus/COHS or Medical Center.

— ? —

**Questions?**