

Use this task to submit a leave of absence request in UCPath. This example demonstrates a medical leave concurrent with a FML leave.

Note: Locations should review the **Expected Job End Date** (in the **Job Data** component or **Workforce Job Summary** page) prior to submitting a leave to ensure the **Expected Return Date** for the leave is not beyond the **Expected Job End Date**. A job cannot be ended (terminated) prior to the employee's return from leave.

Navigation: Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UC Customizations > **Request Extended Absence**

OR

Absence Administration (Homepage) > Absence Management (Tile) > Extended Absences > **Request Extended Absence**

Absence Management

Request Extended Absence

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Empl ID


begins with

Name

begins with

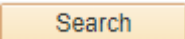
Search

Clear



Nothing yet
Your search results will appear here

Step	Action
1.	Use the Find an Existing Value page to search for the applicable employee. Enter search criteria in one or more of the search fields.
2.	Click in the Empl ID field.
3.	Enter the desired information into the Empl ID field. For this example, enter 10000107 .

Step	Action
4.	Click the Search button. 


Absence Management


Request Extended Absence

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

 Recent Searches
 Choose from recent searches

 Saved Searches
 Choose from saved searches


Empl ID
 begins with
 10000107

Name
 begins with

Search
 Clear

▼ Search Results

1 row - Empl ID "10000107"

View All  First 1-1 of 1 Last	
Empl ID	Name
10000107	Anne Katherine St George >

Step	Action
5.	Click the Drill in button to select and open the employee's data. >

Absence Management

New Window | Help | Personalize Page |

[Request Extended Absence](#)

Empl ID: 10000107 St George, Anne Katherine Exempt [Benefit Summary](#) [Review Absence Balance](#)

FMLA/CFRA Eligibility				FMLA/CFRA/PDLL Balances & Takes			
Eligible for FMLA?: <input checked="" type="checkbox"/>	FMLA Override: <input type="checkbox"/>	FMLA Balances: FULL	CFRA balances: FULL	PDLL balance:			
Eligible for CFRA?: <input checked="" type="checkbox"/>	CFRA Override: <input type="checkbox"/>	FMLA Taken: 0	CFRA taken: 0	PDLL taken:			
Service Months: 87.00	Eligibility Hours: 1584.00						
Disclaimer: Exempt employee may be eligible regardless of the eligibility hours. More Info				Disclaimer: Ending Balances only reflect absences that have been processed as of the date			

Extended Absence Summary Personalize | Find | View All |

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
1							

New Extended Absence Request Personalize | Find | View All |

Extended Absence Details		JED Additional Earnings Codes	Job Overrides	Attachments
*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave
1 <input type="text"/>	<input type="text"/>	<input type="text"/>		

Go To [Return to Search list](#)

< 100% >

Step	Action
6.	Use the Request Extended Absence page to enter the details for the leave request.
7.	<p>If the leave is FMLA-related you must verify the employee's eligibility for FMLA before submitting the request.</p> <p>Review the FMLA/CFRA Eligibility and FMLA/CFRA/PDLL Balances & Takes sections.</p>
8.	The UCPath system automatically selects the Eligible for FMLA? and Eligible for CFRA? check boxes if the employee is eligible for FMLA and CFRA.
9.	<p>Use the Extended Absence Summary section to review the existing leave requests for the employee.</p> <p>This section stores up to two years of leave requests and displays three leaves at a time. Use the grid navigation buttons to view additional leaves. Use the tabs to view additional information related to the leave.</p>
10.	<p>Use the New Extended Absence Request section to enter the details of the new leave request.</p> <p>This example demonstrates the entry of a medical FMLA leave request.</p>
11.	<p>Enter the date the leave of absence begins.</p> <p>Click in the Start Date field.</p> <div><input type="text"/></div>

Step	Action
12.	Enter the desired information into the Start Date field. For this example, enter 7/1/2018 .
13.	Enter the date the employee is expected to return from leave. Click in the Expected Return Date field. <input type="text"/>
14.	Enter the desired information into the Expected Return Date field. For this example, enter 7/15/2018 .
15.	Press [Tab] to open the leave fields for entry.

Absence Management

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Empl ID 10000107 St George, Anne Katherine Exempt [Benefit Summary](#) [Review Absence Balance](#)

FMLA/CFRA Eligibility

Eligible for FMLA?: ☒ FMLA Override: ☐

Eligible for CFRA?: ☒ CFRA Override: ☐

Service Months: 87.00 Eligibility Hours: 1584.00

Disclaimer: Exempt employee may be eligible regardless of the eligibility hours. [More Info](#)

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances: FULL CFRA balances: FULL PDLL balance: 0

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

Disclaimer: Ending Balances only reflect absences that have been processed as of the date

Extended Absence Summary [Personalize](#) [Find](#) [View All](#) [Print](#)


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

New Extended Absence Request [Personalize](#) [Find](#) [View All](#) [Print](#)

*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours
1 07/01/2018	07/15/2018						

[Go To](#) [Return to Search list](#)

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Step	Action
16.	Click the button to the right of the Leave field. 

Absence Management [New Window](#) | [Help](#) | [Personalize Page](#) |

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FMLA/CFRA Eligibility

Eligible for FMLA?: ☒ FMLA Override: ☐
Eligible for CFRA?: ☒ CFRA Override: ☐
Service Months: 87.00 Eligibility Hours: 1584.00
Disclaimer: Exempt employee may be eligible for

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances FULL CFRA balances: FULL PDLL balance
FMLA Taken: 0 CFRA taken: 0 PDLL taken: 0
Disclaimer: Ending Balances only reflect absences that have been processed as of the date

Extended Absence Summary

Extended Absence Details JED Additional

Transaction Number	Start Date	Expected Return Date	Return Date
1			

New Extended Absence Request

Extended Absence Details JED Additional

*Start Date	*Expected Return Date	Actual Return Date
1 07/01/2018	07/15/2018	

Go To [Return to Search list](#)

Leave Type Selection

- Bargaining Release Time
- Bereavement
- Bone Marrow/Organ Donation*
- Childbearing Leave*
- Community Service
- Emergency Relief Leave
- Faculty Medical Leave*
- Faculty Sab in Res-Full Pay
- Faculty Sab in Res-Part Pay
- Faculty Sabbatical-Full Pay
- Faculty Sabbatical-Part Pay
- Family Illness/Injury*
- Investigatory Leave
- Jury Duty
- LT Family BX*
- LT Medical BX*
- Legal Proceedings
- Lieu of Sab in Res-Full Pay
- Lieu of Sab in Res-Part Pay
- Medical Leave***
- Military Leave
- Military Spouse/Dom Ptr Leave*
- Other Circumstances
- Parental Bonding*
- Parental Leave under APM/IX*
- Personal Leave
- Professional Development
- Rehabilitation*
- ST Family BX*

Attachments

FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours

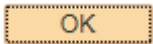

Attachments

FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours

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Step	Action
17.	Select the appropriate leave type. For this example, click the Medical Leave* list item. Medical Leave*

The screenshot shows the 'Absence Management' page in UCPath. A modal message box is displayed in the center, stating: 'Please consider whether to enter an additional leave to simultaneously track FMLA/CFRA/PDLL (32004,340)'. Below the message is an 'OK' button. The background interface includes sections for 'FMLA/CFRA Eligibility', 'FMLA/CFRA/PDLL Balances & Takes', and 'Extended Absence Summary'. The 'New Extended Absence Request' section shows a table with columns for Start Date, Expected Return Date, Actual Return Date, Leave type (set to 'Medical Leave'), and FMLA/CFRA/PDLL Leave (set to 'FULL').

Step	Action
18.	<p>A warning message appears.</p> <p>FMLA/CFRA/PDLL can be tracked within the same leave. An additional leave does not need to be entered.</p> <p>Click the OK button.</p> 
19.	<p>If the leave is related to FMLA, CFRA or PDLL, select the appropriate option from the drop-down list. If the leave is not related to FMLA, CFRA or PDLL, leave this field blank.</p> <p>For this example, the leave is related to FMLA.</p> <p>Click the button to the right of the FMLA/CFRA/PDLL Leave field.</p> 

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FMLA/CFRA Eligibility

Eligible for FMLA?: ☒ FMLA Override: ☐
Eligible for CFRA?: ☒ CFRA Override: ☐
Service Months: 87.00 Eligibility Hours: 1584.00
Disclaimer: Exempt employee may be eligible regardless of the eligibility hours. [More Info](#)

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances FULL CFRA balances: FULL PDLL balance
FMLA Taken: 0 CFRA taken: 0 PDLL taken: 0
Disclaimer: Ending Balances only reflect absences that have been processed as of the date

Extended Absence Summary [Personalize](#) | [Find](#) | [View All](#) |

[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 Adjustment Hours
1								

New Extended Absence Request [Personalize](#) | [Find](#) |

[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 Adjustment Hours
07/01/2018	07/15/2018		Medical Leave*	<div><div>Employee's SHC-CFRA</div><div>Employee's SHC-FMLA</div><div>Employee's SHC-FMLA/CFRA</div><div>Family SHC-CFRA</div><div>Family SHC-FMLA</div><div>Family SHC-FMLA/CFRA</div><div>Military Caregiver-FMLA</div><div>Parental Bonding-CFRA</div><div>Parental Bonding-FMLA</div><div>Parental Bonding-FMLA/CFRA</div><div>Pregnancy Disability-FMLA/PDLL</div><div>Pregnancy Disability-PDLL</div><div>Qualifying Exigency-FMLA</div></div>			

Go To [Return to Search list](#)

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Step	Action
20.	<p>Select the appropriate FMLA, CFRA or PDLL option.</p> <p>For this example, click the Employee's SHC-FMLA list item.</p> <p>Employee's SHC-FMLA</p>

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FMLA/CFRA Eligibility

Eligible for FMLA?: ☒ FMLA Override: ☐
Eligible for CFRA?: ☒ CFRA Override: ☐
Service Months: 87.00 Eligibility Hours: 1584.00
Disclaimer: Exempt employee may be eligible regardless of the eligibility hours. [More Info](#)

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances FULL CFRA balances: FULL PDLL balance
FMLA Taken: 0 CFRA taken: 0 PDLL taken: 0
Disclaimer: Ending Balances only reflect absences that have been processed as of the date

Extended Absence Summary Personalize | Find | View All |


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

New Extended Absence Request Personalize | Find | View All |

*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours
07/01/2018	07/15/2018		Medical Leave*	Employee's SHC-FMLA			

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Step	Action
21.	Click the button to the right of the Paid/Unpaid field. 

Absence Management New Window | Help | Personalize Page |

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FMLA/CFRA Eligibility

Eligible for FMLA?: ☒ FMLA Override: ☐
Eligible for CFRA?: ☒ CFRA Override: ☐
Service Months: 87.00 Eligibility Hours: 1584.00
Disclaimer: Exempt employee may be eligible regardless of the eligibility hours. [More Info](#)

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances FULL CFRA balances: FULL PDLL balance
FMLA Taken: 0 CFRA taken: 0 PDLL taken: 0
Disclaimer: Ending Balances only reflect absences that have been processed as of the date

Extended Absence Summary Personalize | Find | View All |

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

New Extended Absence Request Personalize | Find | View All |

*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours
07/01/2018	07/15/2018		Medical Leave*	Employee's SHC-FMLA			

Go To [Return to Search list](#)

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Step	Action
22.	Select the appropriate pay option. For this example, click the Paid-Block list item. Paid-Block

Absence Management [New Window](#) | [Help](#) | [Personalize Page](#) | [...](#)

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FMLA/CFRA Eligibility	FMLA/CFRA/PDLL Balances & Takes
Eligible for FMLA?: <input checked="" type="checkbox"/> FMLA Override: <input type="checkbox"/> Eligible for CFRA?: <input checked="" type="checkbox"/> CFRA Override: <input type="checkbox"/> Service Months: 87.00 Eligibility Hours: 1584.00 Disclaimer: Exempt employee may be eligible regardless of the eligibility hours. More Info	FMLA Balances: FULL CFRA balances: FULL PDLL balance: FMLA Taken: 0 CFRA taken: 0 PDLL taken: Disclaimer: Ending Balances only reflect absences that have been processed as of the date

Extended Absence Summary [Personalize](#) | [Find](#) | [View All](#) | [...](#)

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 Adjustment Hours
1								

New Extended Absence Request [Personalize](#) | [Find](#) | [...](#)

Extended Absence Details	JED Additional Earnings Codes	Job Overrides	Attachments	PDF			
*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA Adjust
07/01/2018	07/15/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block		

[Go To](#) [Return to Search list](#)

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Step	Action
23.	Click the scroll bar.

Absence Management

New Window | Help | Personalize Page |

[Benefit Summary](#) [Review Absence Balance](#)

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances: FULL CFRA balances: FULL PDLL balances: FULL

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

[More Info](#) Disclaimer: Ending Balances only reflect absences that have been processed as of the date displayed. [More Info](#)

Personalize | Find | View All | | First 1 of 1 Last

[Sabbatical](#) | [Pay Period Dates for AY Academics](#) | [Job Overrides](#) | [Attachments](#) | [Notes](#)

FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Workflow Status	Notes
Employee's SHC-FMLA	Paid-Block				


Attachments | | Personalize | Find | View All | | First 1 of 1 Last


FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit
Employee's SHC-FMLA	Paid-Block				Save	Submit

100%


Step	Action
24.	<p>Enter the last date the employee was physically at work.</p> <p>This date should be prior to the Start Date of the leave.</p> <p>This is a required field.</p> <p>Click in the Last Date Worked field.</p> <input type="text"/>
25.	<p>Enter the desired information into the Last Date Worked field.</p> <p>For this example, enter 6/28/2018.</p>
26.	<p>A note is required for every leave request.</p> <p>Click the Notes link.</p> <p>Notes</p>


Absence Management

New Window | Help | Personalize Page | 


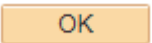
Request History [Personalize](#) | 

Status	Name	Date	Comments

Requester Notes 



100%

Step	Action
27.	Click in the Requester Notes field. 
28.	Enter the desired information into the Requester Notes field. For this example, enter Employee approved for paid medical FMLA leave..
29.	Click the OK button. 

Absence Management

New Window | Help | Personalize Page |

Benefit Summary Review Absence Balance

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances: FULL CFRA balances: FULL PDLL balances: FULL

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

Disclaimer: Ending Balances only reflect absences that have been processed as of the date displayed. [More Info](#)

Personalize | Find | View All | | First 1 of 1 Last

Personalization | Sabbatical | Pay Period Dates for AY Academics | Job Overrides | Attachments

FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Workflow Status	Notes
Employee's SHC-FMLA	Paid-Block	06/29/2018			

Attachments

FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit
Employee's SHC-FMLA	Paid-Block	06/29/2018			Save	Submit

javascript:submitAction_win0(document.win0,'NOTE\$0');

100%

Step	Action
30.	Click the Submit button.

Absence Management

New Window | Help | Personalize Page |

Benefit Summary Review Absence Balance

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances: FULL CFRA balances: FULL PDLL balances: FULL

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

Disclaimer: Ending Balances only reflect absences that have been processed as of the date displayed. [More Info](#)

Personalize | Find | View All | | First 1 of 1 Last

Personalization | Sabbatical | Pay Period Dates for AY Academics | Job Overrides | Attachments

FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Workflow Status	Notes
Employee's SHC-FMLA	Paid-Block	06/29/2018		Submitted	

Attachments


FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Notes	Save	Submit
Employee's SHC-FMLA	Paid-Block	06/29/2018			Save	Submit

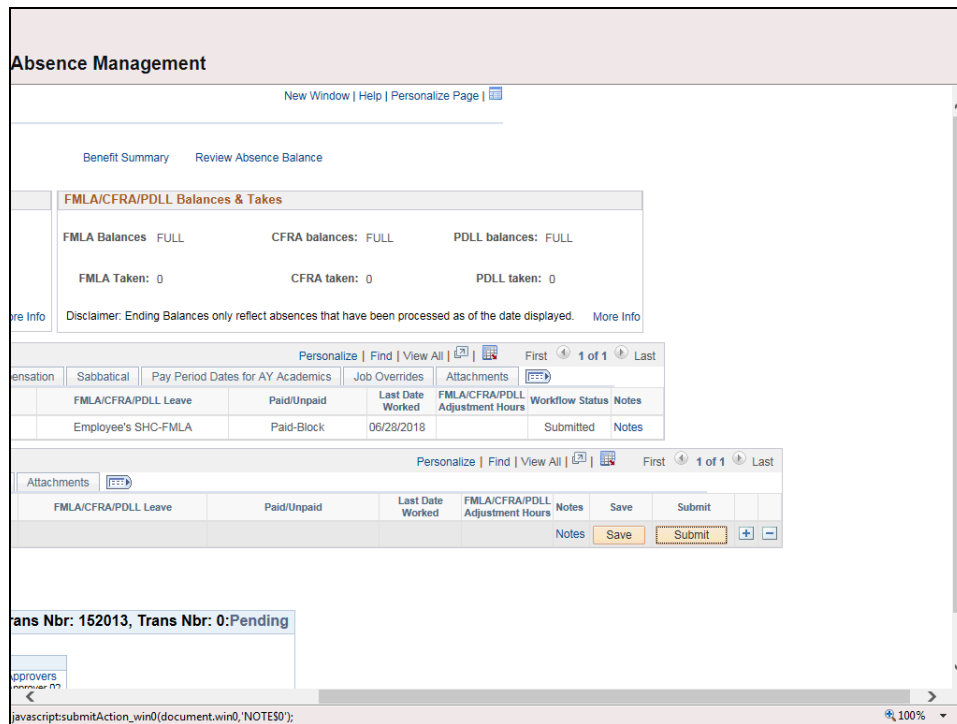
ans Nbr: 152013, Trans Nbr: 0:Pending

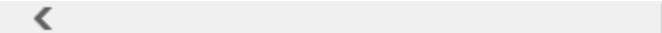
Approvers

javascript:submitAction_win0(document.win0,'NOTE\$0');

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Step	Action
31.	<p>A confirmation message appears.</p> <p>Click the OK button.</p> 



Step	Action
32.	<p>Click the scroll bar.</p> 

Absence Management

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FMLA/CFRA Eligibility

Eligible for FMLA?: ☒ FMLA Override: ☐

Eligible for CFRA?: ☒ CFRA Override: ☐

Service Months: 87.00 Eligibility Hours: 1584.00

Disclaimer: Exempt employee may be eligible regardless of the eligibility hours. [More Info](#)

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances: FULL CFRA balances: FULL PDLL balanc

FMLA Taken: 0 CFRA taken: 0 PDLL t

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Extended Absence Summary Personalize | Find | View All |

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
1	152013 07/01/2018	07/15/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	06/28/2018

New Extended Absence Request Personalize | Find

Extended Absence Details		JED Additional Earnings Codes	Job Overrides	Attachments	EEB
*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid
1					

UC UCOP AM Extended Stage

ID: 10000107, Empl Record: 0, Trans Nbr: 152013, Trans Nbr: 0:Pending

UC UCOP AM Extended Path

Pending → Not Routed

Multiple Approvers → Multiple Approvers

UC AME Approver 01 → UC AME Approver 02

javascript:submitAction_win0(document.win0,'NOTE50');

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Step	Action
33.	The leave request is Submitted for approval and appears at the top of the Extended Absence Summary section.
34.	You have submitted a medical leave of absence request in UCPath. End of Procedure.