

Use this task to submit a multi-row leave of absence request in UCPath. This example demonstrates a medical leave where the first part of the leave is paid and the second part is unpaid.

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 ✎

🔖 Saved Searches ✎

Empl ID

Name



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. <input type="text"/>
3.	Enter the desired information into the Empl ID field. For this example, enter 10000338 .

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  Saved Searches 

Empl ID

Name

Search Results
1 row - Empl ID "10000338"

View All 		First	1-1 of 1	Last
Empl ID	Name			
10000338	Arthur Alssaqaf			

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

Absence Management

Request Extended Absence New Window | Help | Personalize Page |

Empl ID 10000338 Aissaqal,Arthur Exempt [Benefit Summary](#) [Review Absence Balance](#)

FMLA/CFRA Eligibility

Eligible for FMLA?: FMLA Override:
 Eligible for CFRA?: CFRA Override:
 Service Months: 126.00 Eligibility Hours: 1584.00
Disclaimer : Exempt employee may be eligible regardless of the eligibility hours. [More Info](#)

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances 448 CFRA balances: 480 PDLL balanc
 FMLA Taken: 32 CFRA taken: 0 PDLL t
Disclaimer: Ending Balances only reflect absences that have been processed as of the da

Extended Absence Summary Personalize | Find | View All | [\(2\)](#) | [Print](#)

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	151412 10/16/2015	11/02/2015	11/02/2015	Parental Bonding*	Parental Bonding-FMLA/CFRA	Paid-Block	09/07/2015
2	151036 10/07/2015	10/16/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Unpaid-Block	09/07/2015
3	151725 09/09/2015	10/07/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Paid-Block	09/07/2015

New Extended Absence Request Personalize | Find

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

Go To [Return to Search list](#)

javscript:submitAction_win0(document.win0,'UC_DRVED_ABS_EA_UC_BEN_SUMMARY'); 100%

Step	Action
6.	Use the Request Extended Absence page to enter the details for the leave request.
7.	If the leave is FMLA-related you must verify the employee's eligibility for FMLA before submitting the request. Review the FMLA/CFRA Eligibility and FMLA/CFRA/PDLL Balances & Takes sections.
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.	Use the Extended Absence Summary section to review the existing leave requests for the employee. 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.
10.	Use the New Extended Absence Request section to enter the details of the new leave request(s). Remember, this example demonstrates the entry of a Medical FMLA-related leave. One request is entered for the timeframe that the leave is paid and another request is entered for the unpaid timeframe.

Step	Action
11.	Enter the date the leave of absence begins. Click in the Start Date field. <input type="text"/>
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. Because this is a leave with multiple leave types, enter the date the employee is expected to end this particular leave type. 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

Request Extended Absence New Window | Help | Personalize Page |

Empl ID 10000338 Aissaqaf,Arthur 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	448	CFRA balances:	480	PDLL balar
Eligible for CFRA?: <input checked="" type="checkbox"/>	CFRA Override: <input type="checkbox"/>	FMLA Taken:	32	CFRA taken:	0	PDLL t
Service Months:	126.00	Eligibility Hours:	1584.00	Disclaimer: Ending Balances only reflect absences that have been processed as of the da		

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

Extended Absence Summary Personalize | Find | View All | (2) |

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	151412 10/16/2015	11/02/2015	11/02/2015	Parental Bonding*	Parental Bonding-FMLA/CFRA	Paid-Block	09/07/2015
2	151036 10/07/2015	10/16/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Unpaid-Block	09/07/2015
3	151725 09/08/2015	10/07/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Paid-Block	09/07/2015

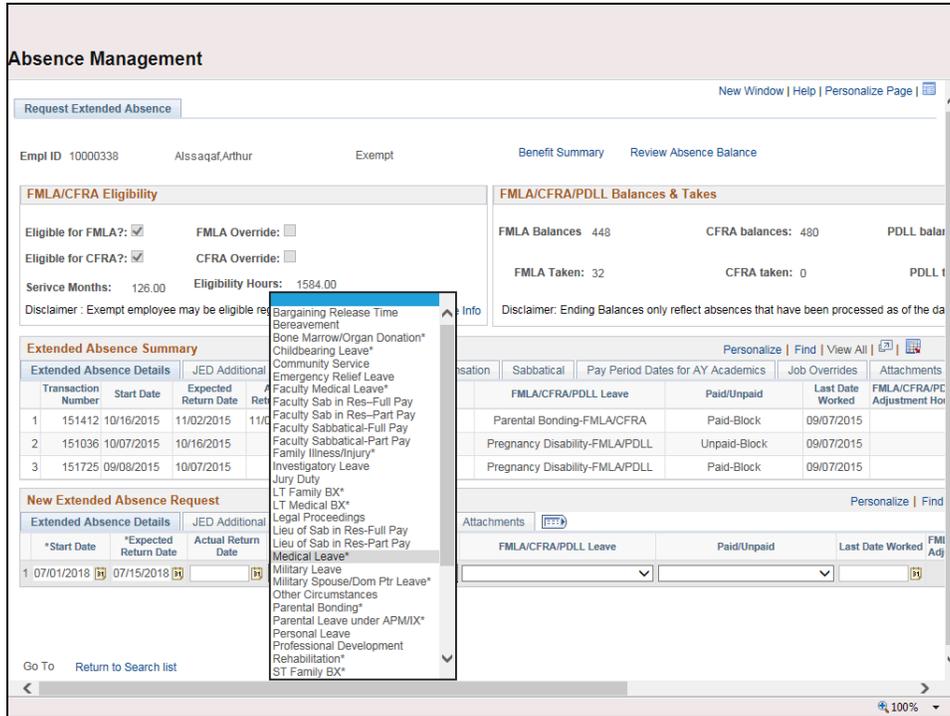
New Extended Absence Request Personalize | Find

Extended Absence Details		JED Additional Earnings Codes	Job Overrides	Attachments	FFFA		
*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMI Adj
1 07/01/2018	07/15/2018						

Go To [Return to Search list](#)

100%

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



Absence Management

Request Extended Absence New Window | Help | Personalize Page |

Empl ID 10000338 Aissaqaf, Arthur Exempt [Benefit Summary](#) [Review Absence Balance](#)

FMLA/CFRA Eligibility

Eligible for FMLA?: FMLA Override:

Eligible for CFRA?: CFRA Override:

Service Months: 126.00 Eligibility Hours: 1584.00

Disclaimer: Exempt employee may be eligible for

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances 448 CFRA balances: 480 PDLL balanc

FMLA Taken: 32 CFRA taken: 0 PDLL t

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

Extended Absence Summary

Transaction Number	Start Date	Expected Return Date	Ret	JED Additional
1	151412 10/16/2015	11/02/2015	11/02/2015	
2	151036 10/07/2015	10/16/2015		
3	151725 09/08/2015	10/07/2015		

New Extended Absence Request

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

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 APMIX*
- Personal Leave
- Professional Development
- Rehabilitation*
- ST Family BX*

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

Absence Management

Request Extended Absence New Window | Help | Personalize Page |

Empl ID 10000338 Aissaqaf,Arthur 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	448	CFRA balances:	480	PDLL balanc	
Eligible for CFRA?: <input checked="" type="checkbox"/>	CFRA Override: <input type="checkbox"/>	FMLA Taken:	32	CFRA taken:	0	PDLL t	
Service Months:	126.00	Eligibility					

Disclaimer : Exempt employee may be eligi... es that have been processed as of the da

Message

Please consider whether to enter an additional leave to simultaneously track FMLA/CFRA/PDLL (32004,340)

OK

Extended Absence Summary							
Extended Absence Details				JED Additional			
Transaction Number	Start Date	Expected Return Date					
1	151412 10/16/2015	11/02/2015	11/02/2015	Parental Bonding*	Parental Bonding-FMLA/CFRA	Paid-Block	09/07/2015
2	151036 10/07/2015	10/16/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Unpaid-Block	09/07/2015
3	151725 09/09/2015	10/07/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Paid-Block	09/07/2015

New Extended Absence Request Personalize | Find

Extended Absence Details		JED Additional	Earnings Codes	Job Overrides	Attachments	LEAVE			
*Start Date	*Expected Return Date	Actual Return Date				Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked
07/01/2018	07/15/2018					Medical Leave*			

Go To [Return to Search list](#)

100%

Step	Action
18.	<p>A warning message appears.</p> <p>Click the OK button.</p> <div style="text-align: center; border: 1px dashed black; padding: 5px; width: 80px; margin: 10px auto;"> <p>OK</p> </div>

Absence Management

Request Extended Absence New Window | Help | Personalize Page |

Empl ID 10000338 Aissaqal,Arthur 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: 448	CFRA balances: 480	PDLL balanc		
Eligible for CFRA?: <input checked="" type="checkbox"/>	CFRA Override: <input type="checkbox"/>	FMLA Taken: 32	CFRA taken: 0	PDLL t		
Service Months: 126.00	Eligibility Hours: 1584.00	Disclaimer: Ending Balances only reflect absences that have been processed as of the da				

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

Extended Absence Summary Personalize | Find | View All | 23 |

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	151412 10/16/2015	11/02/2015	11/02/2015	Parental Bonding*	Parental Bonding-FMLA/CFRA	Paid-Block	09/07/2015
2	151036 10/07/2015	10/16/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Unpaid-Block	09/07/2015
3	151725 09/09/2015	10/07/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Paid-Block	09/07/2015

New Extended Absence Request Personalize | Find

Extended Absence Details		JED Additional Earnings Codes	Job Overrides	Attachments	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FM Adj
*Start Date	*Expected Return Date	Actual Return Date	Leave					
07/01/2018	07/15/2018		Medical Leave*					

Go To [Return to Search list](#)

100%

Step	Action
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 MLA/CFRA/PDLL Leave field.</p> 

Absence Management

Request Extended Absence New Window | Help | Personalize Page |

Empl ID 10000338 Aissaqal,Arthur Exempt [Benefit Summary](#) [Review Absence Balance](#)

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

Eligible for FMLA?: FMLA Override:
 Eligible for CFRA?: CFRA Override:
 Service Months: 126.00 Eligibility Hours: 1584.00

FMLA Balances 448 CFRA balances: 480 PDLL balanc
 FMLA Taken: 32 CFRA taken: 0 PDLL t
 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 da

Extended Absence Summary Personalize | Find | View All | 23 |

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	151412 10/16/2015	11/02/2015	11/02/2015	Parental Bonding*	Parental Bonding-FMLA/CFRA	Paid-Block	09/07/2015
2	151036 10/07/2015	10/16/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Unpaid-Block	09/07/2015
3	151725 09/09/2015	10/07/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Paid-Block	09/07/2015

New Extended Absence Request Personalize | Find

Extended Absence Details		JED Additional Earnings Codes	Job Overrides	Leave	Paid/Unpaid	Last Date Worked	FM Adj
*Start Date	*Expected Return Date	Actual Return Date					
07/01/2018	07/15/2018			Medical Leave*			

- Employee's SHC-CFRA
- Employee's SHC-FMLA
- Employee's SHC-FMLA/CFRA
- Family SHC-CFRA
- Family SHC-FMLA
- Family SHC-FMLA/CFRA
- Military Caregiver-FMLA
- Parental Bonding-CFRA
- Parental Bonding-FMLA
- Parental Bonding-FMLA/CFRA
- Pregnancy Disability-FMLA/PDLL
- Pregnancy Disability-PDLL
- Qualifying Exigency-FMLA

Go To [Return to Search list](#)

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

Absence Management

Request Extended Absence New Window | Help | Personalize Page |

Empl ID 10000338 Aissaqal,Arthur 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	448	CFRA balances:	480	PDLL balanc	
Eligible for CFRA?: <input checked="" type="checkbox"/>	CFRA Override: <input type="checkbox"/>	FMLA Taken:	32	CFRA taken:	0	PDLL t	
Service Months:	126.00	Eligibility Hours:	1584.00	PDLL t			

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 da

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	151412 10/16/2015	11/02/2015	11/02/2015	Parental Bonding*	Parental Bonding-FMLA/CFRA	Paid-Block	09/07/2015
2	151036 10/07/2015	10/16/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Unpaid-Block	09/07/2015
3	151725 09/09/2015	10/07/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Paid-Block	09/07/2015

New Extended Absence Request Personalize | Find

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

Go To [Return to Search list](#)

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

Absence Management

Request Extended Absence New Window | Help | Personalize Page |

Empl ID 10000338 Aissaqal,Arthur 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	448	CFRA balances:	480	PDLL balanc	
Eligible for CFRA?: <input checked="" type="checkbox"/>	CFRA Override: <input type="checkbox"/>	FMLA Taken:	32	CFRA taken:	0	PDLL t	
Service Months:	126.00	Eligibility Hours:	1584.00	PDLL t			

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 da

Extended Absence Summary Personalize | Find | View All |

Extended Absence Details		JED Additional Earnings Codes	Job Overrides	Attachments	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FM Ad
*Start Date	*Expected Return Date	Actual Return Date	Leave					
07/01/2018	07/15/2018		Medical Leave*		Employee's SHC-FMLA	<div style="border: 1px solid black; padding: 2px;"> Intermittent/Reduced Schedule Paid-Block Unpaid-Block </div>		

Go To [Return to Search list](#)

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

Absence Management

Request Extended Absence

Empl ID 10000338 Aissaqaf,Arthur Exempt [Benefit Summary](#) [Review Absence Balance](#)

FMLA/CFRA Eligibility

Eligible for FMLA?: FMLA Override:
 Eligible for CFRA?: CFRA Override:
 Service Months: 126.00 Eligibility Hours: 1584.00
 Disclaimer: Exempt employee may be eligible regardless of the eligibility hours. [More Info](#)

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances: 448 CFRA balances: 480 PDLL balanc
 FMLA Taken: 32 CFRA taken: 0 PDLL t

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

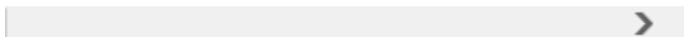
Extended Absence Summary

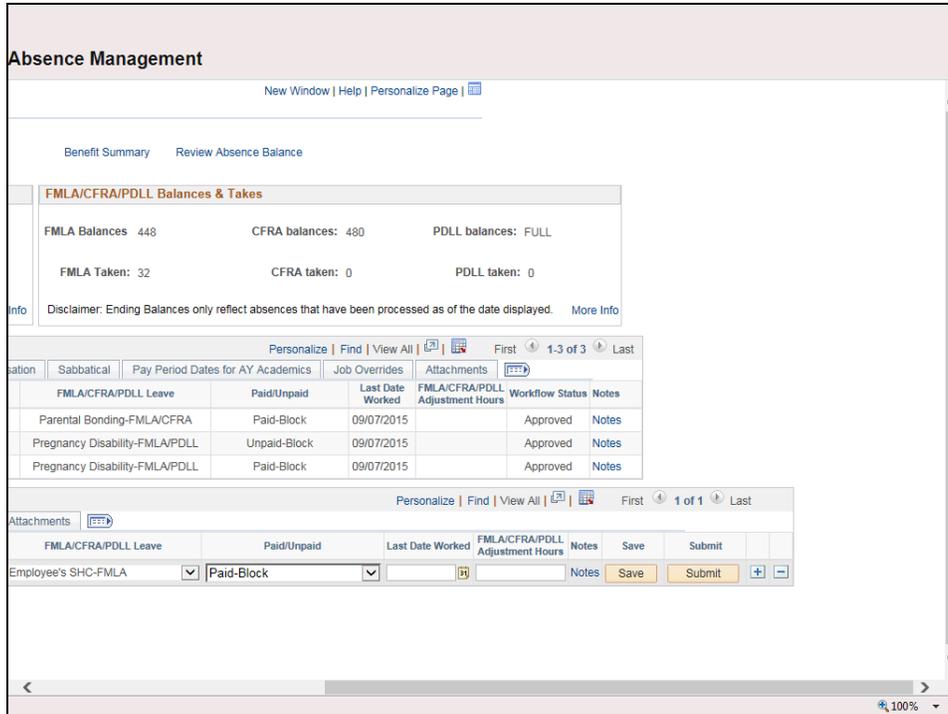
Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PC Adjustment Ho
1	151412 10/16/2015	11/02/2015	11/02/2015	Parental Bonding*	Parental Bonding-FMLA/CFRA	Paid-Block	09/07/2015	
2	151036 10/07/2015	10/16/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Unpaid-Block	09/07/2015	
3	151725 09/08/2015	10/07/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Paid-Block	09/07/2015	

New Extended Absence Request

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

Go To [Return to Search list](#)

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



Step	Action
24.	<p>Enter the last date the employee was physically at work. 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 6/29/2018.</p>
26.	<p>A note is required for every leave request.</p> <p>Click the Notes link.</p> <input type="button" value="Notes"/>

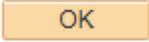
Absence Management New Window | Help | Personalize Page |

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 Approved paid medical FMLA.
29.	Click the OK button. 

Absence Management

New Window | Help | Personalize Page |

Benefit Summary Review Absence Balance

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances 448 CFRA balances: 480 PDLL balances: FULL

FMLA Taken: 32 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 1-3 of 3 Last

FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Workflow Status	Notes
Parental Bonding-FMLA/CFRA	Paid-Block	09/07/2015		Approved	Notes
Pregnancy Disability-FMLA/PDLL	Unpaid-Block	09/07/2015		Approved	Notes
Pregnancy Disability-FMLA/PDLL	Paid-Block	09/07/2015		Approved	Notes

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	06/29/2018		Notes	Save	Submit

javscript:submitAction_win0(document.win0,'UC_GP_ABS_EA\$new0\$50');

Step	Action
30.	Click the Add a new row button to enter the next leave request. 

Absence Management

New Window | Help | Personalize Page |

Request Extended Absence

Empl ID 10000338 Aissaqal,Arthur Exempt [Benefit Summary](#) Review Absence Balance

FMLA/CFRA Eligibility

Eligible for FMLA?: FMLA Override:

Eligible for CFRA?: CFRA Override:

Service Months: 126.00 Eligibility Hours: 1584.00

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

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances 448 CFRA balances: 480 PDLL balar

FMLA Taken: 32 CFRA taken: 0 PDLL t

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Extended Absence Summary

Personalize | Find | View All | First 1-3 of 3 Last

Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PC Adjustment Ho
1	151412 10/16/2015	11/02/2015	11/02/2015	Parental Bonding*	Parental Bonding-FMLA/CFRA	Paid-Block	09/07/2015	
2	151036 10/07/2015	10/16/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Unpaid-Block	09/07/2015	
3	151725 09/08/2015	10/07/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Paid-Block	09/07/2015	

New Extended Absence Request

Personalize | Find |

*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FM Ac
07/01/2018	07/15/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	06/29/2018	

Go To [Return to Search list](#)

Step	Action
31.	Enter a separate request for the unpaid timeframe. The Start Date of the second request must be the same date as the Expected Return Date of the first request. This ensures no break in the employee's leave of absence.
32.	Click in the Start Date field.
33.	Enter the desired information into the Start Date field. For this example, enter 7/15/2018 .
34.	Click in the Expected Return Date field.
35.	Enter the desired information into the Expected Return Date field. For this example, enter 7/31/2018 .
36.	Press [Tab] .
37.	Click the button to the right of the Leave field.

Absence Management

Request Extended Absence New Window | Help | Personalize Page |

Empl ID 10000338 Aissaqaf,Arthur Exempt Benefit Summary Review Absence Balance

FMLA/CFRA Eligibility

Eligible for FMLA?: FMLA Override:

Eligible for CFRA?: CFRA Override:

Service Months: 126.00 Eligibility Hours: 1594.00

Disclaimer: Exempt employee may be eligible for

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances 448 CFRA balances: 480 PDLL balanc

FMLA Taken: 32 CFRA taken: 0 PDLL t

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

Extended Absence Summary

Transaction Number	Start Date	Expected Return Date	Ret	JED Additional
1	151412 10/16/2015	11/02/2015	11/0	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*
2	151036 10/07/2015	10/16/2015		
3	151725 09/08/2015	10/07/2015		

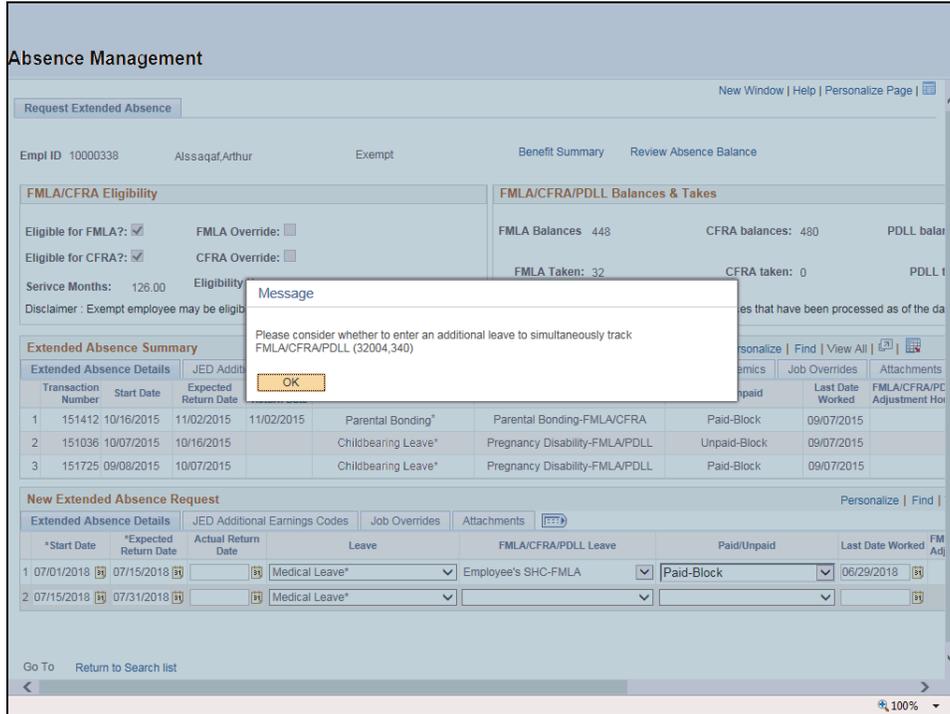
New Extended Absence Request

*Start Date	*Expected Return Date	Actual Return Date
1 07/01/2018	07/15/2018	
2 07/15/2018	07/31/2018	

Attachments Personalize | Find |

FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FM Adj
Parental Bonding-FMLA/CFRA	Paid-Block	09/07/2015	
Pregnancy Disability-FMLA/PDLL	Unpaid-Block	09/07/2015	
Pregnancy Disability-FMLA/PDLL	Paid-Block	09/07/2015	

Step	Action
38.	<p>Select the appropriate leave type.</p> <p>For this example, click the Medical Leave* list item.</p> <p>Medical Leave*</p>



Step	Action
39.	<p>A warning message appears.</p> <p>Click the OK button.</p> <p>OK</p>
40.	<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> <p>▼</p>

Absence Management

Request Extended Absence New Window | Help | Personalize Page |

Empl ID 10000338 Aissaqal,Arthur Exempt [Benefit Summary](#) [Review Absence Balance](#)

FMLA/CFRA Eligibility

Eligible for FMLA?: FMLA Override:

Eligible for CFRA?: CFRA Override:

Service Months: 126.00 Eligibility Hours: 1584.00

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

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances 448 CFRA balances: 480 PDLL balanc

FMLA Taken: 32 CFRA taken: 0 PDLL t

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

Extended Absence Summary Personalize | Find | View All | [\(2\)](#) | [Print](#)

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	151412 10/16/2015	11/02/2015	11/02/2015	Parental Bonding*	Parental Bonding-FMLA/CFRA	Paid-Block	09/07/2015
2	151036 10/07/2015	10/16/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Unpaid-Block	09/07/2015
3	151725 09/09/2015	10/07/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Paid-Block	09/07/2015

New Extended Absence Request Personalize | Find |

Extended Absence Details		JED Additional Earnings Codes	Job Overrides	Employee's SHC-CFRA	Paid/Unpaid	Last Date Worked	FM Adj
*Start Date	*Expected Return Date	Actual Return Date	Leave				
1 07/01/2018	07/15/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	06/29/2018	
2 07/15/2018	07/31/2018		Medical Leave*	Employee's SHC-FMLA/CFRA			

Go To Return to Search list

Step	Action
41.	<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>

Absence Management

Request Extended Absence

Empl ID 10000338 Aissaqal,Arthur 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	448	CFRA balances:	480	PDLL balanc	
Eligible for CFRA?: <input checked="" type="checkbox"/>	CFRA Override: <input type="checkbox"/>	FMLA Taken:	32	CFRA taken:	0	PDLL t	
Service Months:	126.00	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 da

Extended Absence Summary

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	151412 10/16/2015	11/02/2015	11/02/2015	Parental Bonding*	Parental Bonding-FMLA/CFRA	Paid-Block	09/07/2015
2	151036 10/07/2015	10/16/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Unpaid-Block	09/07/2015
3	151725 09/08/2015	10/07/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Paid-Block	09/07/2015

New Extended Absence Request

Extended Absence Details		JED Additional Earnings Codes	Job Overrides	Attachments	FFR		
*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FM Ad
1 07/01/2018	07/15/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	06/29/2018	
2 07/15/2018	07/31/2018		Medical Leave*	Employee's SHC-FMLA			

Go To [Return to Search list](#)

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

Absence Management

Request Extended Absence

Empl ID 10000338 Aissaqal,Arthur 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	448	CFRA balances:	480	PDLL balanc	
Eligible for CFRA?: <input checked="" type="checkbox"/>	CFRA Override: <input type="checkbox"/>	FMLA Taken:	32	CFRA taken:	0	PDLL t	
Service Months:	126.00	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 da

Extended Absence Summary

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	151412 10/16/2015	11/02/2015	11/02/2015	Parental Bonding*	Parental Bonding-FMLA/CFRA	Paid-Block	09/07/2015
2	151036 10/07/2015	10/16/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Unpaid-Block	09/07/2015
3	151725 09/08/2015	10/07/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Paid-Block	09/07/2015

New Extended Absence Request

Extended Absence Details		JED Additional Earnings Codes	Job Overrides	Attachments	FFR		
*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FM Ad
1 07/01/2018	07/15/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	06/29/2018	
2 07/15/2018	07/31/2018		Medical Leave*	Employee's SHC-FMLA	<ul style="list-style-type: none"> Intermittent/Reduced Schedule Paid-Block Unpaid-Block 		

Go To [Return to Search list](#)

Step	Action
43.	<p>Select the appropriate pay option.</p> <p>For this example, click the Unpaid-Block list item.</p> <p>Unpaid-Block</p>

Absence Management

Request Extended Absence

Empl ID 10000338 Alassaqf,Arthur Exempt [Benefit Summary](#) [Review Absence Balance](#)

FMLA/CFRA Eligibility

Eligible for FMLA?: FMLA Override:
 Eligible for CFRA?: CFRA Override:
 Service Months: 126.00 Eligibility Hours: 1584.00
 Disclaimer: Exempt employee may be eligible regardless of the eligibility hours. [More Info](#)

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances: 448 CFRA balances: 480 PDLL balanc
 FMLA Taken: 32 CFRA taken: 0 PDLL t

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

Extended Absence Summary

Transaction Number	Start Date	Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PC Adjustment Ho
1	151412 10/16/2015	11/02/2015	11/02/2015	Parental Bonding*	Parental Bonding-FMLA/CFRA	Paid-Block	09/07/2015	
2	151036 10/07/2015	10/16/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Unpaid-Block	09/07/2015	
3	151725 09/08/2015	10/07/2015		Childbearing Leave*	Pregnancy Disability-FMLA/PDLL	Paid-Block	09/07/2015	

New Extended Absence Request

*Start Date	*Expected Return Date	Actual Return Date	Leave	FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FM Ad
07/01/2018	07/15/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	06/29/2018	
07/15/2018	07/31/2018		Medical Leave*	Employee's SHC-FMLA	Unpaid-Block		

Go To [Return to Search list](#)

Step	Action
44.	<p>Click in the Last Date Worked field.</p> <p><input type="text"/></p>
45.	<p>Enter the desired information into the Last Date Worked field.</p> <p>For this example, enter 6/29/2018.</p>
46.	<p>Click the scroll bar.</p> <p><input type="text"/></p>

Absence Management

New Window | Help | Personalize Page |

Benefit Summary Review Absence Balance

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances: 448 CFRA balances: 480 PDLL balances: FULL

FMLA Taken: 32 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 1-3 of 3 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
Parental Bonding-FMLA/CFRA	Paid-Block	09/07/2015		Approved	Notes
Pregnancy Disability-FMLA/PDLL	Unpaid-Block	09/07/2015		Approved	Notes
Pregnancy Disability-FMLA/PDLL	Paid-Block	09/07/2015		Approved	Notes

Personalize | Find | View All | First 1-2 of 2 Last

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		Notes	Save	Submit
Employee's SHC-FMLA	Unpaid-Block	06/29/2018		Notes	Save	Submit

javascript:submitAction_win0(document.win0,'NOTES1');

Step	Action
47.	Click the Notes link for the second leave request. Notes

Absence Management

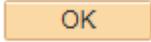
New Window | Help | Personalize Page |

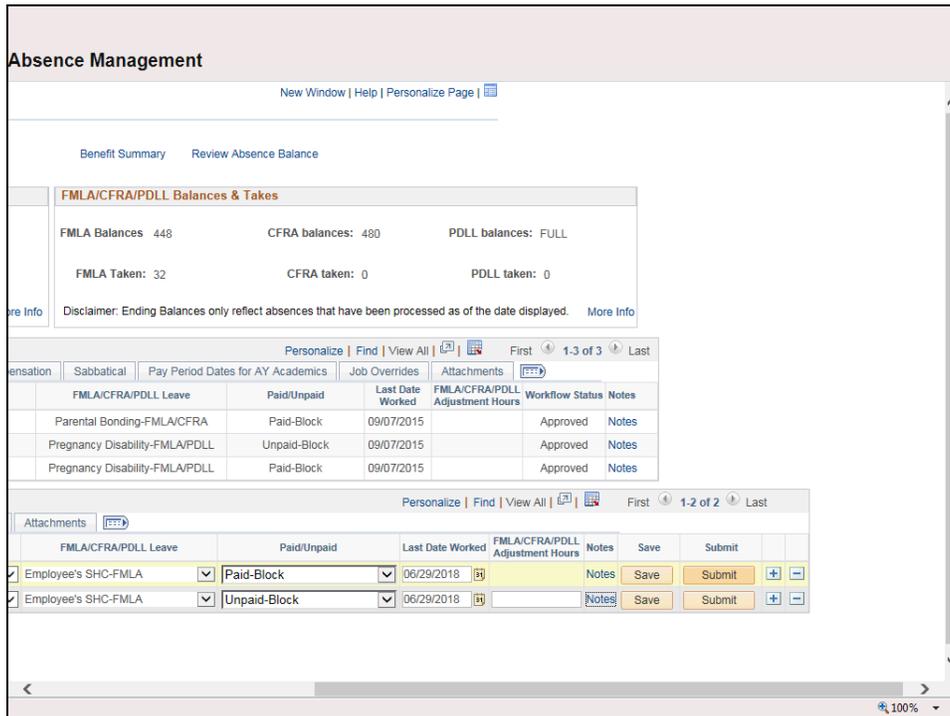
Request History Personalize |

Status	Name	Date	Comments

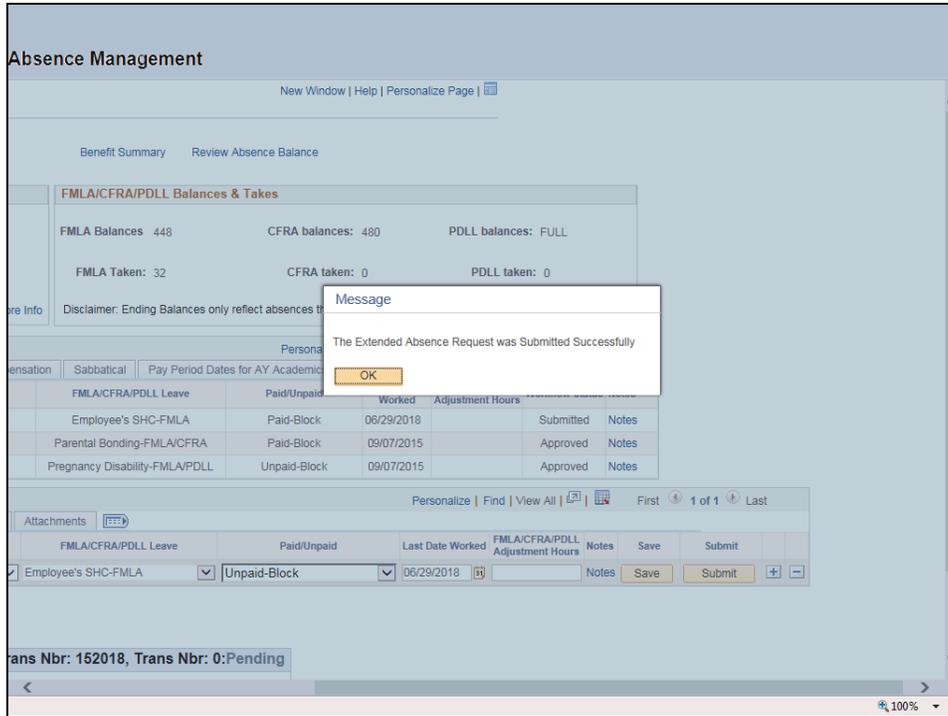
Requester Notes

OK Cancel

Step	Action
48.	Click in the Requester Notes field. 
49.	Enter the desired information into the Requester Notes field. For this example, enter Approved unpaid medical FMLA..
50.	Click the OK button. 



Step	Action
51.	Click the Submit button for the first leave request. 



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

Absence Management

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Benefit Summary Review Absence Balance

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances: 448	CFRA balances: 480	PDLL balances: FULL
FMLA Taken: 32	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 1-3 of 4 Last

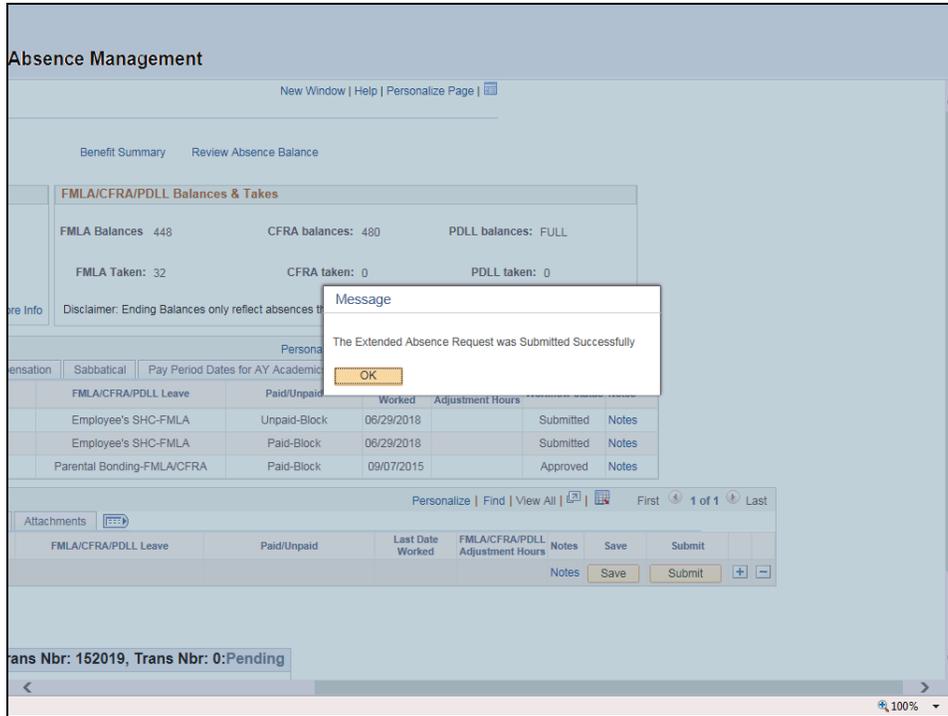
FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Workflow Status	Notes
Employee's SHC-FMLA	Paid-Block	06/29/2018		Submitted	Notes
Parental Bonding-FMLA/CFRA	Paid-Block	09/07/2015		Approved	Notes
Pregnancy Disability-FMLA/PDLL	Unpaid-Block	09/07/2015		Approved	Notes

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	Unpaid-Block	06/29/2018		Notes	Save	Submit

Trans Nbr: 152018, Trans Nbr: 0:Pending

Step	Action
53.	The leave request is Submitted for approval and appears at the top of the Extended Absence Summary section.
54.	Click the Submit button for the second leave request. 



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

Absence Management

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Benefit Summary Review Absence Balance

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances: 448	CFRA balances: 480	PDLL balances: FULL
FMLA Taken: 32	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 1-3 of 5 Last

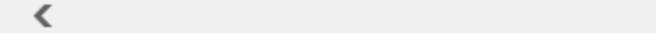
FMLA/CFRA/PDLL Leave	Paid/Unpaid	Last Date Worked	FMLA/CFRA/PDLL Adjustment Hours	Workflow Status	Notes
Employee's SHC-FMLA	Unpaid-Block	06/29/2018		Submitted	Notes
Employee's SHC-FMLA	Paid-Block	06/29/2018		Submitted	Notes
Parental Bonding-FMLA/CFRA	Paid-Block	09/07/2015		Approved	Notes

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
				Notes	Save	Submit

Trans Nbr: 152019, Trans Nbr: 0:Pending

100%

Step	Action
56.	The leave request is Submitted for approval and appears at the top of the Extended Absence Summary section.
57.	Click the scroll bar. 

Absence Management

New Window | Help | Personalize Page |

Request Extended Absence

Empl ID 10000338 Aissaqaf,Arthur Exempt Benefit Summary Review Absence Balance

FMLA/CFRA Eligibility

Eligible for FMLA?: FMLA Override:

Eligible for CFRA?: CFRA Override:

Service Months: 126.00 Eligibility Hours: 1584.00

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

FMLA/CFRA/PDLL Balances & Takes

FMLA Balances 448 CFRA balances: 480 PDLL balanc

FMLA Taken: 32 CFRA taken: 0 PDLL t

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

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	152019 07/15/2018	07/31/2018		Medical Leave*	Employee's SHC-FMLA	Unpaid-Block	06/29/2018
2	152018 07/01/2018	07/15/2018		Medical Leave*	Employee's SHC-FMLA	Paid-Block	06/29/2018
3	151412 10/16/2015	11/02/2015	11/02/2015	Parental Bonding*	Parental Bonding-FMLA/CFRA	Paid-Block	09/07/2015

New Extended Absence Request Personalize | Find

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

UC UCOP AM Extended Stage

ID: 10000338, Empl Record: 0, Trans Nbr: 152019, Trans Nbr: 0:Pending

100%

Step	Action
58.	You have submitted a multi-row medical leave of absence request in UCPath. End of Procedure.