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 |
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| |
| 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 v] Name [begins with v] Search Clear |
| Nothing yet |
| Your search results will appear here |
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| |

| Step | Action |
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| 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 10000338. |



| Step | Action |
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| 4. | Click the Search button. |
| | Search |

| Search Criteria Ther any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches | ~ 0 |
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| Empl ID Name | |
| 10000338 Arthur Alssaqaf > | |
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| 5. | Click the Drill in button to select and open the employee's data. |
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| Reque | st Extended | Absence | | | | | | | | | |
| Empl IE | 0 10000338 | | Alssaqaf,Arthi | ur | Exempt | | Benefit Sun | mary Review | Absence Balance | | |
| FMLA | VCFRA Eliç | jibility | | | | | FMLA/CFRA/ | PDLL Balances | & Takes | | |
| Eligibi | e for FMLA? | | FMLA Ov | verride: | | | FMLA Balance | s 448 | CFRA balanc | es: 480 | PDLL bal |
| Eligible for CFRA?: CFRA Override: | | | | | | | FMLA Taker | 1: 32 | CFRA tak | en: O | PDLL |
| Disclai | mer : Exemp | t employee | may be eligib | ie regardiess o | of the eligibility hours. Mor | re Info | Disclaimer: End | ding Balances only | reflect absences that | have been proces | sed as of the d |
| Exter | ided Absen | ice Summ | агу | | | | | | Personaliz | e Find View Al | 💷 🔜 |
| Exter | nded Absend | e Details | JED Additi | ional Earnings | Codes Workers' Compe | ensation | n Sabbatical Pay Period Dates for AY Academics | | | Job Overrides | Attachment |
| Tra | Number St | tart Date | Expected Return Date | Actual Return Date | Leave | | FMLA/CFRA/PDLL Leave | | Paid/Unpaid | Last Date Worked | FMLA/CFRA/F Adjustment H |
| 1 | 151412 10/1 | 16/2015 | 11/02/2015 | 11/02/2015 | Parental Bonding* | F | Parental Bonding-FMLA/CFRA | | CFRA Paid-Block | | |
| 2 | 151036 10/0 | 07/2015 | 10/16/2015 | | Childbearing Leave* | Pr | Pregnancy Disability-FMLA/PDLL | | Unpaid-Block | 09/07/2015 | |
| | 151725 09/0 | 08/2015 | 10/07/2015 | | Childbearing Leave* | Pr | regnancy Disabil | ity-FMLA/PDLL | Paid-Block | 09/07/2015 | |
| 3 | | bsence R | lequest | | | | | | | Pe | sonalize Fir |
| 3 New I | Extended A | | | ional Earnings | Codes Job Overrides | Attachr | ments 😳 | | | | |
| 3 New I Exter | Extended A nded Absend | e Details | JED Addit | | | | FMLA/CFRA/PDLL Leave Paid/Unpaid | | Last Da | ite FMLA/C | |
| 3 New I Exter | Extended A nded Absend Start Date | e Details *Expecte Return Da | ed Actual F ate Dat | Return te | Leave | F | FMLA/CFRA/PDLL | . Leave | Paid/Unpaid | Worke | d Adjustm |

| Step | Action |
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| 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 |
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| 11. | Enter the date the leave of absence begins. |
| | Click in the Start Date field. |
| 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. |
| | |
| 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. |

| Request Extended Absen | ce | | | | | New Windo | w Help Perso | nalize Page 🔟 |
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| mpi ID 10000338 | Alssaqaf,Arthur | r I | Exempt | Benefit Sun | nmary Review | Absence Balance | | |
| FMLA/CFRA Eligibility | | | | FMLA/CFRA/ | PDLL Balances | & Takes | | |
| Eligible for FMLA?: 🗸 | FMLA Ove | rride: | | FMLA Balance | s 448 | CFRA balance | es: 480 | PDLL ba |
| Eligible for CFRA?: Serivce Months: 126.0 | CFRA Ove D Eligibility H | rride: 🗌 Iours: 1584.00 | | FMLA Take | n: 32 | CFRA tak | en: O | PDL |
| Disclaimer : Exempt emplo | ee may be eligible | regardless of the elig | ibility hours. More Info | Disclaimer: En | ding Balances only | reflect absences that | have been proce | essed as of the |
| Extended Absence Sur | nmary | nal Faminas Cadas | Markers! Companyati | an Cabbatian | Day Davied Date | Personalize | e Find View. | All 💷 🖽 |
| Transaction Start Date | Expected | Actual | Leave | FMLA/CFRA/ | FMLA/CFRA/PDLL Leave | | Last Date | FMLA/CFRA |
| Number 1 151412 10/16/2015 | 11/02/2015 | Return Date 11/02/2015 Pa | rental Bonding* | Parental Bondin | -EMLA/CERA | Paid-Block | 09/07/201 | Adjustment |
| 2 151036 10/07/2015 | 10/16/2015 | Chil | dbearing Leave* | Pregnancy Disabi | lity-FMLA/PDLL | Unpaid-Block | 09/07/201 | 5 |
| | 10/07/2015 | Chil | dbearing Leave* | Pregnancy Disabi | lity-FMLA/PDLL | Paid-Block | 09/07/201 | 5 |
| 3 151725 09/08/2015 | | | | | | | F | ersonalize F |
| 3 151725 09/08/2015 New Extended Absenc | e Request | | | | | | | |
| 3 151725 09/08/2015 New Extended Absenc Extended Absence Detai | e Request | nal Earnings Codes | Job Overrides Atta | achments 💷 | | | | |
| 3 151725 09/08/2015 New Extended Absence Extended Absence Detai *Start Date Return E | e Request Is JED Addition ed Actual Return tate Date | nal Earnings Codes | Job Overrides Atta | FMLA/CFRA/PD | LL Leave | Paid/Unpaid | Las | t Date Worked |



| Step | Action |
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| 16. | Click the button to the right of the Leave field. |
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| Request Extended Absence | | | | | | | | |
| mpl ID 10000338 | Alssaqaf,Arthur | Exempt | | Benefit Summary | Review | Absence Balance | | |
| FMLA/CFRA Eligibility | | | | FMLA/CFRA/PDLL B | alances | & Takes | | |
| Eligible for FMLA?: 🗹 | FMLA Overri | te: | | FMLA Balances 448 | | CFRA balance | es: 480 | PDLL b |
| Eligible for CFRA?: 🗹 | CFRA Overrie Eligibility Hou | ie: | _ | FMLA Taken: 32 | | CFRA take | en: O | PDI |
| Disclaimer : Exempt employe | e may be eligible re | Bargaining Release Time Bereavement | ∧ e Info | Disclaimer: Ending Bala | nces only | reflect absences that I | nave been p | processed as of the |
| Extended Absence Sum | mary | Bone Marrow/Organ Donation* Childbearing Leave* | | | | Personalize | Find V | iew All 💷 🔣 |
| Extended Absence Details | JED Additional | Community Service | hsatio | n Sabbatical Pay Pe | riod Date | es for AY Academics | Job Over | ides Attachme |
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| 2 151036 10/07/2015 | 10/16/2015 | Faculty Sabbatical-Part Pay | | Pregnancy Disability-FMLA | /PDLL | Unpaid-Block | Unpaid-Block 09/07/2015 | |
| 3 151725 09/08/2015 | 10/07/2015 | Investigatory Leave | | Pregnancy Disability-FMLA | /PDLL | Paid-Block | 09/07 | /2015 |
| lew Extended Absence | Request | LT Family BX* LT Medical BX* | | | | | | Personalize F |
| Extended Absence Details | JED Additional | Legal Proceedings Lieu of Sab in Res-Full Pav | Attac | chments . | | | | |
| *Start Date *Expected Return Date | d Actual Return te Date | Lieu of Sab in Res-Part Pay Medical Leave* | | FMLA/CFRA/PDLL Leave | | Paid/Unpaid | | Last Date Worked |
| 07/01/2018 🖲 07/15/2018 | Ħ | Military Leave Military Spouse/Dom Ptr Leave* | | | ~ | | ~ | |
| | | Other Circumstances Parental Bonding* Parental Leave under APM/IX* Personal Leave | | | | | | |
| | | Protessional Development Debebilitations | | | | | | |

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



| tequest Extended Absen | ce | | | | | New Window | / Help Person: | alize Page 匪 |
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| Eligible for FMLA?: 🗹 | FMLA Over | ride: | | FMLA Balances | 448 | CFRA balance | s: 480 | PDLL ba |
| ligible for CFRA?: 🗹 | CFRA Over | ride: 🔲 | | FMI & Taken | 32 | CERA take | n. 0 | PDL |
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| 3 151725 09/08/2015 | 10/07/2015 | Chil | dbearing Leave* | Pregnancy Disabilit | /-FMLA/PDLL | Paid-Block | 09/07/2015 | |
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| Step | Action |
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| 18. | A warning message appears. Click the OK button. |



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| FMLA/CF | RA Eligibility | | | | | FML/ | /CFRA/PDLL E | alances & | & Takes | | |
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| Eligible for Serivce Mo Disclaimer : | CFRA?: nths: 126.00 Exempt employe | CFRA Ov Eligibility e may be eligib | erride: Hours: 158 le regardless d | 4.00 of the elig | ibility hours. More I | FM | LA Taken: 32 | inces only r | CFRA taken | 1: 0 ave been proces | PDLI sed as of the o |
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| Extended | Absence Details | JED Additi | onal Earnings | Codes | Workers' Compens | ation Sat | batical Pay P | eriod Dates | for AY Academics | Job Overrides | Attachment |
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| 1 1514 | | 10/16/2015 | | Child | dbearing Leave* | Pregnan | cy Disability-FML/ | VPDLL | Unpaid-Block | 09/07/2015 | |
| 2 1510 | 36 10/07/2015 | 10/10/2013 | | | | | | | | | |
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| Step | Action |
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| 19. | 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. |
| | For this example, the leave is related to FMLA. |
| | Click the button to the right of the MLA/CFRA/PDLL Leave field. |



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| Requ | iest Exten | led Absence | 9 | | | | | | | | | |
| mpl | ID 100003 | 38 | Alssaqaf,Arth | ur | E | Exempt | Benefit Sun | nmary | Review Ab | sence Balance | | |
| FML | A/CFRA | Eligibility | | | | | FMLA/CFRA/ | PDLL B | alances & ` | Takes | | |
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| Eligible for CFRA?: CFRA Override: | | | | FMLA Take | n: 32 | | CFRA take | n: 0 | PDL | | | |
| Discl | | mot omplow | e may be eligit | ole regardless o | of the eliai | bilibi bauna data d | Disalaiman Es | | | lect absences that h | ave been proces | sed as of the |
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| Step | Action |
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| 20. | Select the appropriate FMLA, CFRA or PDLL option. For this example, click the Employee's SHC-FMLA list item. Employee's SHC-FMLA |
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| ligible for FMLA?: 🗹 🛛 F | MLA Override: | | FMLA Balances 448 | CFRA balances: 480 | PDLL ba |
| ligible for CFRA?: ☑ C erivce Months: 126.00 E Disclaimer : Exempt employee may | FRA Override: igibility Hours: 1584. be eligible regardless of | 00 the eligibility hours. More | FMLA Taken: 32 Info Disclaimer: Ending Balances on | CFRA taken: 0 y reflect absences that have been | PDL processed as of the |
| Extended Absence Summary | | | | Personalize Find \ | /iew All 💷 🔣 |
| Extended Absence Details JE | D Additional Earnings C | odes Workers' Compens | sation Sabbatical Pay Period Dat | es for AY Academics Job Ove | rrides Attachmen |
| Transaction Number Start Date Exp Retu | rn Date Return Date | Leave | FMLA/CFRA/PDLL Leave | Paid/Unpaid Las | t Date FMLA/CFRA orked Adjustment |
| 1 151412 10/16/2015 11/02 | /2015 11/02/2015 | Parental Bonding* | Parental Bonding-FMLA/CFRA | Paid-Block 09/0 | 7/2015 |
| 2 151036 10/07/2015 10/16 | /2015 | Childbearing Leave* | Pregnancy Disability-FMLA/PDLL | Unpaid-Block 09/0 | 7/2015 |
| 3 151725 09/08/2015 10/07 | /2015 | Childbearing Leave* | Pregnancy Disability-FMLA/PDLL | Paid-Block 09/0 | 7/2015 |
| lew Extended Absence Requ | est | | | | Personalize F |
| Extended Absence Details | D Additional Earnings C | odes Job Overrides | Attachments | | |
| *Start Date *Expected A Return Date | ctual Return Date | Leave | FMLA/CFRA/PDLL Leave | Paid/Unpaid | Last Date Worked |
| | Medical Le | ave* 🗸 | Employee's SHC-FMLA | ~ | |

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

| Reque | st Exten | led Absence | | | | | | | | New Window | Help Persona | lize Page 📖 |
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| mpi IC | 0 100003 | 38 | Alssaqaf,Arthi | ur | | Exempt | | Benefit Sumr | nary Review | v Absence Balance | | |
| FMLA | VCFRA | Eligibility | | | | | | FMLA/CFRA/P | DLL Balances | s & Takes | | |
| Eligibl | le for FMI | A?: ✓ | FMLA Ov | erride: | | | F | FMLA Balances | 448 | CFRA balance | s: 480 | PDLL bala |
| Eligibl Serivc Disclai | le for CFF e Months mer : Exe | RA?: ☑ 8: 126.00 mpt employee | CFRA Ov Eligibility e may be eligib | erride: Hours: 158 le regardless (| 4.00 of the elig | gibility hours. More | e Info | FMLA Taken: Disclaimer: Endi | : 32 ng Balances onl | CFRA take y reflect absences that h | n: () ave been proces | PDLL sed as of the d |
| Exter | nded Ab | sence Sumn | nary | | | | | | | Personalize | Find View Al | a 🛛 🔜 |
| Exter | nded Abs | ence Details | JED Additi | onal Earnings | Codes | Workers' Compe | nsation | Sabbatical | Pay Period Dat | es for AY Academics | Job Overrides | Attachments |
| Tra | nsaction Number | Start Date | Expected Return Date | Actual Return Date | | Leave | | FMLA/CFRA/PD | OLL Leave | Paid/Unpaid | Last Date Worked | FMLA/CFRA/F Adjustment H |
| 1 | 151412 | 10/16/2015 | 11/02/2015 | 11/02/2015 | Pa | arental Bonding* | P | arental Bonding- | FMLA/CFRA | Paid-Block | 09/07/2015 | |
| 2 | 151036 | 10/07/2015 | 10/16/2015 | | Chi | Idbearing Leave* | Pre | egnancy Disabilit | y-FMLA/PDLL | Unpaid-Block | 09/07/2015 | |
| 3 | 151725 | 09/08/2015 | 10/07/2015 | | Chi | Idbearing Leave* | Pre | egnancy Disabilit | y-FMLA/PDLL | Paid-Block | 09/07/2015 | |
| New I | Extende | d Absence I | Request | | | | | | | | Pe | rsonalize Fin |
| Exter | nded Abs | ence Details | JED Additi | onal Earnings | Codes | Job Overrides | Attachm | ients 📖 | | | | |
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| 07/0 | 1/2018 📓 | 07/15/2018 | 31 | B Medical | Leave* | ~ | Employ | ee's SHC-FMLA | \checkmark | Paid-Block | Schedule | 8 |
| New I Exter *St | Extende nded Abs tart Date 1/2018 | d Absence F ence Details *Expected Return Date 07/15/2018 | Actual Ret Date | onal Earnings urn jij Medical | Codes L | Job Overrides | Attachm F | ents FTFF | Leave | Paid/Unpaid Intermittent/Reduced Paid-Block Unpaid-Block | Pe Last Schedule | Sonalize Date Worker |



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

| Request Extended Absenc | e | | | | | | New Windo | w Help Persor | alize Page 🔟 |
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| Empilio Tobousse | Aissagai,Aitriui | | Exempt | | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | | | | |
| FMLA/CFRA Eligibility | | | | FMLA/ | CFRA/PDLL B | alances & | Takes | | |
| Eligible for FMLA?: 🗹 | FMLA Over | ride: | | FMLA E | alances 448 | | CFRA balance | es: 480 | PDLL ba |
| Eligible for CFRA?: CFRA Override: | | | | FML | A Taken: 32 | | CFRA tak | en: O | PDL |
| Disclaimer : Exempt employ | ee may be eligible | regardless of the elig | ibility hours. More | e Info Disclair | ner: Ending Bala | nces only re | flect absences that | have been proce | essed as of the |
| Extended Absence Sum | imary | | | | | | Personalize | e Find View / | AII 🖾 🔣 |
| Extended Absence Detail | s JED Addition | al Earnings Codes | Workers' Comper | nsation Sabb | atical Pay Pe | eriod Dates f | or AY Academics | Job Overrides | Attachmen |
| Transaction Number Start Date | Expected Return Date R | Actual leturn Date | Leave | FMLA | /CFRA/PDLL Leav | /e | Paid/Unpaid | Last Date Worked | FMLA/CFRA/ Adjustment H |
| 1 151412 10/16/2015 | 11/02/2015 1 | 1/02/2015 Pa | rental Bonding* | Parental | Bonding-FMLA/ | FRA | Paid-Block | 09/07/201 | 5 |
| 2 151036 10/07/2015 | 10/16/2015 | Chil | dbearing Leave* | Pregnancy | / Disability-FMLA | PDLL | Unpaid-Block | 09/07/201 | 5 |
| 3 151725 09/08/2015 | 10/07/2015 | Chil | dbearing Leave* | Pregnancy Disability-FMLA/PDLL Paid-Block | | | 09/07/201 | 5 | |
| | Request | | | | | | | P | ersonalize Fi |
| New Extended Absence | | al Earnings Codes | Job Overrides | Attachments | | | | | |
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| New Extended Absence Extended Absence Detail *Start Date Return Date | d Actual Return te Date | ו Le | ave | FMLA/C | FRA/PDLL Leave | | Paid/Unpaid | Lua | / Date Homou |

| Step | Action |
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| 23. | Click the scroll bar. |
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| E | Benefit Summary | Review | v Absence Balance | | | | | | | | | | | |
| FML | LA/CFRA/PDLL Ba | alances | & Takes | | | | | | | | | | | |
| FML | A Balances 448 | | CFRA balance | s: 480 | PDLL b | alances: FUI | L | | | | | | | |
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| FI | MLA Taken: 32 | | CFRA take | n: 0 | PD | LL taken: 0 | | | | | | | | |
| o Disc | claimer: Ending Balan | nces onl | y reflect absences that h | ave been p | rocessed as of the | e date displaye | ed. Mo | e Info | | | | | | |
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| tion Sa | abbatical Pay Per | riod Dat | Personalize es for AY Academics Paid/Unpaid | Find Vi Job Overr Last | ew All 🔄 🔜 ides Attachme Date FMLA/CFR/ | First () nts () VPDLL Workfl | 1-3 of 3 | Last Notes | | | | | | |
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| Step | Action |
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| 24. | Enter the last date the employee was physically at work. This date should be prior to the Start Date of the leave. |
| | This is a required field. |
| | Click in the Last Date Worked field. |
| 25. | Enter the desired information into the Last Date Worked field. |
| | For this example, enter 6/29/2018. |
| 26. | A note is required for every leave request. |
| | Click the Notes link. |
| | Notes |



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| Step | Action |
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| 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. |



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| | Benefit Summary Revie | ew Absence Balance | | | | | | | |
| | FMLA/CFRA/PDLL Balance | es & Takes | | | | | | | |
| | FMLA Balances 448 | CFRA balances: | 480 | PDLL balanc | es: FULL | | | | |
| | FMLA Taken: 32 | CFRA taken: | 0 | PDLL tal | ken: 0 | | | | |
| nfo | Disclaimer: Ending Balances o | ly reflect absences that have | been proces | ssed as of the date | displayed Mo | re Info | | | |
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| ation | Sabbatical Pay Period Da | ates for AY Academics Jo | b Overrides | Attachments | | | | | |
| | FMLA/CFRA/PDLL Leave | Paid/Unpaid | Worked | Adjustment Hour | Workflow Status | Notes | | | |
| F | Parental Bonding-FMLA/CFRA | Paid-Block | 09/07/2015 | | Approved | Notes | | | |
| P | regnancy Disability-FMLA/PDLL | Unpaid-Block | 09/07/2015 | | Approved | Notes | | | |
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| Attachi | FMLA/CFRA/PDLL Leave | Paid/Unpaid | Last | Date worked Adiu | stment Hours | | | | |

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| 30. | Click the Add a new row button to enter the next leave request. |
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| equest Extended Absence | | | | New Window | / Help Persona | ilize Page 🛄 |
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| npl ID 10000338 Als | ssaqaf,Arthur | Exempt | Benefit Summary F | leview Absence Balance | | |
| MLA/CFRA Eligibility | | | FMLA/CFRA/PDLL Bala | nces & Takes | | |
| igible for FMLA?: 🗹 | FMLA Override: | | FMLA Balances 448 | CFRA balance | s: 480 | PDLL bala |
| igible for CFRA?: ☑ erivce Months: 126.00 isclaimer : Exempt employee m | CFRA Override: Eligibility Hours: 15 ay be eligible regardless | 34.00 of the eligibility hours. More Ir | FMLA Taken: 32 | CFRA take s only reflect absences that h | n: () nave been proces | PDLL sed as of the d |
| xtended Absence Summa | гу | | | Personalize | Find View Al | i 1 💷 🔜 |
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| 2 151036 10/07/2015 10 | /16/2015 | Childbearing Leave* | Pregnancy Disability-FMLA/PE | OLL Unpaid-Block | 09/07/2015 | |
| 3 151725 09/08/2015 10 | /07/2015 | Childbearing Leave* | Pregnancy Disability-FMLA/PE | DLL Paid-Block | 09/07/2015 | |
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| 07/01/2018 3 07/15/2018 | B Medica | • Couve | | | | |



| Step | Action |
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| 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. |
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| tequest Extended Absence | | | | | | | |
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| ligible for FMLA?: 🗹 FMLA Override: | | FMLA Balances | s 448 | CFRA balance | s: 480 | | PDLL bal |
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| isclaimer : Exempt employee may be eligible readounts: 1584,00 isclaimer : Exempt employee may be eligible readounted to the second se | ∧e Info | Disclaimer: End | ding Balances or | nly reflect absences that h | ave been p | processe | ed as of the o |
| Extended Absence Summary Childbearing Leave* | | | | Personalize | Find V | iew All | ي ا 🖪 |
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| Transaction Number Start Date Expected A Faculty Medical Leave* Return Date Ret Faculty Sab in Res-Full Pay | | FMLA/CFRA/P | DLL Leave | Paid/Unpaid | Last Wor | Date F | MLA/CFRA/ |
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| 2 151036 10/07/2015 10/16/2015 Faculty Sabbatical-Part Pay | F | Pregnancy Disabil | ity-FMLA/PDLL | Unpaid-Block | 09/07 | /2015 | |
| 3 151725 09/08/2015 10/07/2015 Investigatory Leave | F | Pregnancy Disabil | ity-FMLA/PDLL | Paid-Block | 09/07 | /2015 | |
| lew Extended Absence Request LT Family BX* LT Medical BX* | | | | | | Person | alize Find |
| Extended Absence Details JED Additional Legal Proceedings Lieu of Sab in Res-Full Pay | Attach | nments 💷 | | | | | |
| *Start Date *Expected Return Date Actual Return Date Date Medical Leave* | | FMLA/CFRA/PDL | L Leave | Paid/Unpaid | | Last Da | te Worked |
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| 07/15/2018 07/31/2018 0 Other Circumstances Parental Bonding* | | | ~ | | ~ | | 81 |
| Parental Leave under APM/IX* Personal Leave | | | | | | | |
| Protessional Development Rehabilitation* | U | | | | | | |

| Step | Action |
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| 38. | Select the appropriate leave type. |
| | For this example, click the Medical Leave * list item. Medical Leave* |

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| Step | Action |
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| 39. | A warning message appears. |
| | Click the OK button. |
| | OK |
| 40. | 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. |
| | For this example, the leave is related to FMLA. |
| | Click the button to the right of the FMLA/CFRA/PDLL Leave field. |

UNIVERSITY OF CALIFORNIA



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| FMLA/CFRA EI | igibility | | | | FMLA/CFRA | PDLL Balanc | es & Takes | | |
| Eligible for FMLA | .?: ✓ | FMLA Ov | erride: | | FMLA Balance | s 448 | CFRA balanc | es: 480 | PDLL b |
| Eligible for CFRA Serivce Months: | 126.00 | CFRA Ov Eligibility | erride: 🔲 Hours: 158 | 4.00 | FMLA Take | n: 32 | CFRA tak | en: O | PD |
| Disclaimer : Exem | pt employee | e may be eligibl | le regardless o | of the eligibility hours. More I | nfo Disclaimer: En | ding Balances o | nly reflect absences that | have been proces | sed as of th |
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| Step | Action |
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| 41. | Select the appropriate FMLA, CFRA or PDLL option. For this example, click the Employee's SHC-FMLA list item. Employee's SHC-FMLA |



| Empl D Absagaf.Athur Exempt Benefit Summary Review Absence Balance FMLA/CFRA Eligibility FMLA/CFRA/PDLL Balances & Takes FMLA/CFRA/PDLL Balances & Takes Eligible for FMLA? FMLA Override: FMLA/CFRA/PDLL Balances & 488 CFRA balances: 480 Eligible for CFRA? CFRA Override: FMLA Taken: 32 CFRA taken: 0 Serivce Months: 126.00 Eligibility hours: More Info Disclaimer: Exempt Personalize Find / View All Extended Absence Details JED Additional Earnings Codes Workers' Compensation Sabadical Pay Period Dates for AY Academics Jest Obter 1 151412 10/16/2015 11/02/2015 Parental Bonding* | Absence | | | | |
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| 07/15/2018 🗓 07/31/2018 🗒 🗾 📴 Medical Leave* 🗸 Employee's SHC:FMLA 🔽 | 7/31/2018 🗑 Medi | al Leave* Employee's SHC-F | MLA 🔽 | ~ |) BI |

| Step | Action |
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| 42. | Click the button to the right of the Paid/Unpaid field. |
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| FMLA/CFRA | A Eligibility | | | | | FML/ | A/CFRA/PDLL | Balance | s & Takes | | | | |
| Eligible for Fl | MLA?: 🗹 | FMLA Ov | erride: 🗌 | | | FMLA | Balances 448 | 3 | CFRA balance | es: 480 | | PDLL b | ala |
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| Serivce Mont Disclaimer : E | ns: 126.00 xempt employe | e may be eligib | le regardle: | s of the eli | gibility hours. More | e Info Discla | aimer: Ending Ba | alances on | y reflect absences that I | have been (| process | sed as of the | e d |
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| Step | Action |
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| 43. | Select the appropriate pay option. |
| | For this example, click the Unpaid-Block list item. Unpaid-Block |

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| Eligible for FML | A?: ✓ | FMLA Ov | verride: | | | F | MLA Balance | s 448 | | CFRA balanc | es: 480 | PDLL b |
| Eligible for CFR | A?: ✓ | CFRA Ov | verride: | | | | FMLA Taker | 1: 32 | | CFRA tak | en: O | PD |
| Serivce Months: Disclaimer : Exen | 126.00 npt employee | e may be eligib | Hours: 158 | 4.00 of the eligi | ibility hours. More | e Info I | Disclaimer: End | ding Balanc | es only | reflect absences that | have been p | rocessed as of th |
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| Step | Action |
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| 44. | Click in the Last Date Worked field. |
| | |
| 45. | Enter the desired information into the Last Date Worked field. |
| | For this example, enter 6/29/2018. |
| 46. | Click the scroll bar. |
| | > |



| Abse | ence Managemen | t | | | | | | | | | | | | |
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| | FMLA Balances 448 | | CFRA balances: 4 | 180 | PDLL | oalanc | es: FULL | | | | | | | |
| | FMLA Taken: 32 | | CFRA taken: (|) | PC | OLL tak | en: O | | | | | | | |
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| ensatio | n Sabbatical Pay Perio | d Da | tes for AY Academics Job | Overr | ides Attachm | ents | | | | | | | | |
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| | Parental Bonding-FMLA/CFF | RA | Paid-Block | 09/07/ | 2015 | | Approve | d I | Notes | | | | | |
| | Pregnancy Disability-FMLA/Pt | DLL | Unpaid-Block | 09/07/ | 2015 | | Approve | d I | Notes | | | | | |
| | Pregnancy Disability-FMLA/PI | DLL | Paid-Block | 09/07/ | 2015 | | Approve | d I | Notes | | | | | |
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| Emp | loyee's SHC-FMLA | ~ | Paid-Block | ~ | 06/29/2018 | | | Note | Save | | Submit | + | - | |
| Emp | loyee's SHC-FMLA | ~ | Unpaid-Block | ~ | 06/29/2018 | | | Note | s Save | | Submit | Ð | - | |
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| Step | Action |
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| 47. | Click the Notes link for the second leave request. |
| | Notes |

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

| | | | New Window | Help Pe | sonalize Page | | | | | | | |
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| | FMLA/CFRA/PDLL Ba | lance | s & Takes | | | | | | | | | |
| | FMLA Balances 448 | | CFRA balances | : 480 | PDLL b | alances: FULL | | | | | | |
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| sation | Sabbatical Pay Per | iod Da | tes for AY Academics | Job Overri | des Attachme | nts 💷 | | | | | | |
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| | Parental Bonding-FMLA/CI | RA | Paid-Block | 09/07/ | 2015 | Approve | d N | otes | | | | |
| F | Pregnancy Disability-FMLA/ | PDLL | Unpaid-Block | 09/07/ | 2015 | Approve | d N | otes | | | | |
| F | Pregnancy Disability-FMLA/ | PDLL | Paid-Block | 09/07/ | 2015 | Approve | d N | otes | | | | |
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| Attach | byee's SHC-FMLA | ~ | Paid-Block | \sim | 06/29/2018 B | | | | | | | |

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



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| | FMLA/CFRA/PDLL Balance | es & Takes | | | | | | | | | |
| | FMLA Balances 448 | CFRA balan | ces: 480 | PDLL b | alances: FULL | | | | | | |
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| | | Persona | The Extende | d Absence Reques | st was Submitted St | uccessfu | lly | | | | |
| atio | n Sabbatical Pay Period Da | ates for AY Academic | OK | | | | | | | | |
| | FMLA/CFRA/PDLL Leave | Paid/Unpaid | Wor | ked Adjustment | Hours | | | | | | |
| | Employee's SHC-FMLA | Paid-Block | 06/29/ | 2018 | Submitte | d Not | es | | | | |
| | Parental Bonding-FMLA/CFRA | Paid-Block | 09/07/ | 2015 | Approve | d Not | es | | | | |
| | Pregnancy Disability-FMLA/PDLL | Unpaid-Block | 09/07 | 2015 | Approve | d Not | es | | | | |
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| 52. | A confirmation message appears. Click the OK button. |



| 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 More info FMLA/CFRA/PDLL Leave PaidUnpaid Last Date for AY Academics Job Overnides Attachments FMLA/CFRA/PDLL Leave 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 FMLA/CFRA/PDLL Leave Paid-Block 09/07/2015 Approved Notes Pregnancy Disability-FMLA/PDL Unpaid-Block 09/07/2015 Approved Notes FMLA/CFRA/PDLL Leave Paid-Unpaid Last Date Worked Matchment Hours Notes More FMLA/CFRA/PDLL Leave Paid-Block 09/07/2015 Approved Notes More FMLA/CFRA/PDLL Leave Paid-Unpaid Last Date Worked Moter More Submit More <th></th> <th></th> <th>New Window He</th> <th>elp Personal</th> <th>lize Page 📰</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> | | | New Window He | elp Personal | lize Page 📰 | | | | | | | | |
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| Step | Action |
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| 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. |



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| | FMLA Balances 448 | CFRA balances | : 480 | PDLL balances | S: FULL | | | | |
| | FMLA Taken: 32 | CFRA taken | : 0 | PDLL take | n: 0 | | | | |
| nfo | Disclaimer: Ending Balances on! | / reflect absences the | essage | | | | | | |
| | | Persona | Extended Absen | e Request was S | ubmitted Succ | essfully | | | |
| ation | Sabbatical Pay Period Dat | es for AY Academic | OK | | | | | | |
| | FMLA/CFRA/PDLL Leave | Paid/Unpaid | Worked A | djustment Hours | | | 1 | | |
| | 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 | | | |
| | | | Perso | onalize Find Vi | ew All 🔄 | Firs | it 🕚 1 of 1 | Last | |
| Attac | hments 📰 | | | | | | | | |
| | FMLA/CFRA/PDLL Leave | Paid/Unpaid | Last Date Worked | FMLA/CFRA/P Adjustment H | ours Notes | Save | Submit | | |
| | | | | | Notes | Save | Submit | + - | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

| Step | Action |
|------|---|
| 55. | A confirmation message appears. Click the OK button. |



| | | New Window | Help Personalize | e 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 take | n: O | | | |
| nfo | Disclaimer: Ending Balances only | reflect absences that ha | ve been processed | l as of the date di | splayed. Mo | re Info | | |
| | | Personalize | Find View All | 계 🔜 Firs | t 🕚 1-3 of 5 | Last | | |
| ition | Sabbatical Pay Period Date | es for AY Academics | Job Overrides | Attachments |) | | | |
| | FMLA/CFRA/PDLL Leave | Paid/Unpaid | Last Date Fl Worked A | MLA/CFRA/PDLL djustment 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 | | |
| 1 | Parental Bonding-FMLA/CFRA | Paid-Block | 09/07/2015 | | Approved | Notes | | |
| | | | Perso | nalize Find Vi | ew All 🖾 | Firs | st 🕚 1 of 1 🛞 Las | st |
| ttach | ments 📖 | | | | | | | |
| F | MLA/CFRA/PDLL Leave | Paid/Unpaid | Last Date Worked | FMLA/CFRA/P Adjustment Ho | DLL Notes | Save | Submit | |
| | | | | | Notes | Save | Submit 🛨 🗄 | - |
| | | | | | | | | |
| | | | | | | | | |
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| 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. |



| Request Extended Absend | ce | | | | | / Help Persona | iize Page 🔤 |
|---|---|--------------------------------|-----------------------------------|----------------------------------|--------------------------|--------------------------|-------------------------|
| mpl ID 10000338 | | | | | | | |
| | Alssaqaf,Arth | ur | Exempt | Benefit Summary | Review Absence Balance | | |
| FMLA/CFRA Eligibility | | | | FMLA/CFRA/PDLL Bal | ances & Takes | | |
| Eligible for FMLA?: 🗹 | FMLA O | verride: | | FMLA Balances 448 | CFRA balance | s: 480 | PDLL ba |
| Eligible for CFRA?: 🗹 Serivce Months: 126.00 Disclaimer : Exempt employ | CFRA Ov Eligibility ree may be eligit | verride: Hours: 1584. | 00 the eligibility hours. More | FMLA Taken: 32 | CFRA take | n: () ave been proces | PDL sed as of the |
| Extended Absence Sur | nmary | | | | Personalize | Find View All | Ø 🖩 |
| Extended Absence Detail | Is JED Addit | ional Earnings C | odes Workers' Compen | sation Sabbatical Pay Perio | d Dates for AY Academics | Job Overrides | Attachmer |
| Transaction Number Start Date | Expected Return Date | Actual Return Date | Leave | FMLA/CFRA/PDLL Leave | Paid/Unpaid | Last Date Worked | FMLA/CFRA Adjustment |
| 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 | |
| | 11/02/2015 | 11/02/2015 | Parental Bonding* | Parental Bonding-FMLA/CFI | RA Paid-Block | 09/07/2015 | |
| 3 151412 10/16/2015 | | | | | | | |
| 3 151412 10/16/2015 lew Extended Absence | e Request | | | | | Per | sonalize F |
| 3 151412 10/16/2015 lew Extended Absence Extended Absence Detail | e Request Is JED Addit | ional Earnings C | odes Job Overrides | Attachments | | Per | sonalize F |
| 3 151412 10/16/2015 New Extended Absence Extended Absence Detail *Start Date *Expe Return | e Request Is JED Addit cted Actual R Date Date | ional Earnings C eturn e | Job Overrides | Attachments FMLA/CFRA/PDLL Leave | Paid/Unpaid | Per Last Da Worke | te FMLA/ d Adjust |

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