

This process flow is intended for leave administrators who manage unpaid leaves for exempt employees. It was created to convey when to update CalTime and/or record a leave of absence in UCPATH depending on the type of unpaid leave taken. Employees should work with their leave administrators per the normal process before recording leave taken using the CalTime pay codes below.

For questions regarding UCPATH and leaves of absences, please refer to the Absence Management section of the Berkeley UCPATH Training page, or email UCBUPath@Berkeley.edu. For questions regarding the paycode change in CalTime, please email caltime@berkeley.edu

Unpaid Block or extended leave

- **Unpaid leave** is recorded as a leave of absence in UCPATH
- Time is tracked in CalTime but not sent to UCPATH
- Employees pay is reduced in the current month in which the leave was recorded

Note: If you miss the deadline to record the leave of absence, this is considered an overpayment and you will need to work with UCPATH reduce the employees pay.

Leave recorded in UCPATH? Yes
 Time tracked in CalTime? Yes
 CalTime sends time to UCPATH? No

Intermittent leave not FMLA related

- **Do not record any leave** in UCPATH
- Time is tracked in CalTime using leave without pay pay code and CalTime sends hours in following month
- Employee's pay is reduced in the following month in which the leave was recorded (i.e. January leave reduces March 1 pay)

Leave recorded in UCPATH? No
 Time tracked in CalTime? Yes
 CalTime sends time to UCPATH? Yes

FMLA related Intermittent Leave

- **Intermittent leave** is recorded in UCPATH
- Time is tracked in CalTime using new pay codes:
Intermittent FMLA LWOP
Intermittent CFRA LWOP or
Supplemental FML and
- CalTime sends hours in the following month
- Employees pay is reduced in the following month in which the leave was recorded (i.e. January leave reduces March 1 pay)

Note: If you miss the deadline to record the leave of absence, you can record the leave in UCPATH and process a historical edit

Leave recorded in UCPATH? Yes
 Time tracked in CalTime? Yes
 CalTime sends time to UCPATH? Yes

Applicable CalTime Pay codes

CFRA LWOP
 EFML-LWOP
 FMCFR-LWOP
 FMLA-LWOP
 PDLFM-LWOP
 SUPL-LWOP
 WCCF-LWOP
 WCFM-LWOP

*The pay codes above have been modified in CalTime for tracking purposes only. These pay codes will not send hours to UCPATH.

Leave Without Pay (maps to LNP earn code)

Intermittent FMLA LWOP (maps to LNP earn code)

Intermittent CFRA LWOP (maps to LNP earn code)

Supplemental FML (maps to LNP earn code)

*The pay codes above have been added in CalTime and will send hours to UCPATH.