To-Be Extended Leave Administration - Approval Process

1. Receive Decision Letter/Packet
   - Partner
   - CMT Checklist

2. Send Approval Email(s) to Task and Send to Employee
   - Partner
   - CMT Checklist

3. Complete Approval Task and Return to Process
   - Partner
   - CMT Checklist

4. Receive Approval Task and Prep for Approval(s)
   - Partner
   - CMT Checklist

5. Send Approval Email to Supervisor
   - Partner
   - CMT Checklist

6. Dean Approval Needed?
   - Yes
   - Provide Decision
   - Dean Chair
   - CMT Email
   - No
   - Provide Decision
   - Supervisor
   - CMT Email

7. VPAP Approval Needed?
   - Yes
   - Provide Decision
   - VPAP
   - CMT Email
   - No
   - Provide Decision
   - Partner
   - CMT Email

8. To Non-Medical Leave
   - Yes
   - Provide Decision
   - PEVC/Chancellor
   - CMT Email
   - No
   - Provide Decision
   - Partner
   - CMT Email

To Non-Medical Leave

Future State Operating Model Process Diagram

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To-Be Extended Leave Administration – UCPC Activity

1. Receive and review request for leave/extension/return
   
2. Information complete and valid?
   - Yes
   - No

3a. Return to location for correction
   
3b. Yes
   - Receive and review request
   - Information complete and valid?
   - Yes
   - Forward for job data changes
   
4. Receive and review request
   
5. Enter data, make appropriate job data changes
   
6. Return to AM for approval
   
7. Receive and approve job data changes
   
8. Notify Shared Services of leave transaction completed
   
For non-medical Academic leaves, the UCPC will enter both the Leave row and Return to work row in the job data component at the time of receipt of initial leave request and update JED at the direction of the location.

- Leave request includes start date, expected end date, absence type and JED data if applicable

- Can be weekly scheduled or ad hoc reports

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**UCPath**

**UCPC A**

**UCPC B**

**UCPC C**

**UCPC D**
<table>
<thead>
<tr>
<th>Step #</th>
<th>Context/Information</th>
</tr>
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</table>
| **General** | - Partner is a consultative role, interactions with other roles to perform an action are implied when not mapped.  
- Notification to employee/dept. of changes to leave status assumed, not mapped  
- Shared Services will be the primary local resource to interact with the UCPath Center  
- Partners and operational roles will be paired together for better collaboration  
- UCPC Swimlanes are defined by UCPath and not subject to revision  
- Employees, Partner or Shared Services may consult with various central offices/External vendors for leave support as needed throughout the process. These organizations include HR, AP, BN, E&LR, PY; |
| 2 | Process repeats whenever leave is changed or extended. |
| 3-5 | Shared Service will monitor Time & Attendance exception reports and flag items that need partner attention (e.g. too many consecutive sick days, may need extended leave). Partner will consult with Employee, Dept, and/or Central Offices to determine action. |
| 7,9 | If the Leave Specialist has questions or needs to change the request information, they should consult with the Partner and communicate changes via CMT email. Changes should be noted in the request comments. |
| 12 | Academic approval required for Medical Leaves per academic policy |
| 10 | Forms may be pre-populated by Partner/SSC where possible to simplify process and give good feedback. |
| 14 | Assume corrections made at this point are not material to the approval process and won’t require re-submission. |
| 15 | Shared Services will monitor all active leaves and flag items for Partner review when appropriate. If SSC takes action outside CMT, they will notify department/partner. |
| 17 | Non-Medical: Partner will review flagged items and consult with employee, department, Central Offices to determine appropriate action.  
Medical: SSC will review flagged items and consult with employee, department, Central Offices to determine appropriate action.  
Return to Work: - Includes the employee concluding intermittent Leave or returning with accomodations - Employee needs to restart any suspended benefits including supplemental disability, parking, etc. |
| 18 | Changing Medical leave to another medical leave or extending an existing medical leave will not require an additional CMT request. |
| **All** | All approvals are managed by the Partner and captured in one CMT task. |
**Start / End**

Shows the start and end of a process. The text should indicate the trigger action or condition that puts the process flow in motion or indicates that it is complete.

**Task/Activity**

Captures a specific task or activity. Written starting with a verb ("Prepare Form"). A box should reflect a single role and tool to complete a specific output.

**Automatic Process**

Represents a process, task, or activity that is accomplished through a system or program. For example, "Upload Data (Nightly)".

**Off-page reference**

Shows the continuation of the flow on another page. Label the inside of the symbol with a capital letter and number (e.g., "A/2" indicates look for point A on page 2).

**One way connection**

Connection arrows show the direction that the process flows.

**Roles and Tools**

These annotation boxes are placed below task/activity boxes or decision points to clarify the generic role that performs the step (e.g., "Manager") and/or to clarify the functionality or tool that supports it, e.g. Workflow, PPS. These boxes are not required for each step.

**UCPath Central Process**

Color indicates processes performed by UCPath as defined on related Central FSPD Maps (cannot be revised on local map)

**On-page Reference**

On page connectors link one point in a process flow diagram to another. They help reduce flow lines that cross other shapes and lines. They are labeled with capital letters to show matching jump points.

**Subprocess**

Indicates another process or set of processes formally defined elsewhere. For example, "Perform Background Check" as part of the Onboarding process.

**Decision**

Indicates divergent paths for process; typically phrased in Yes/No format. For example, "Approve Leave".

**Or Connector**

Shows when processes diverge, usually for more than two branches. Can be helpful in indicating variations (e.g., one path for Faculty, one for Staff, one for Students).

**Consultation/Collaboration**

Consultation/collaboration lines link two task/activity boxes that are performing the same function together or in consultation with each other. Not used for formal reviews or approvals.

**Annotation**

Provides comments or clarification to a task, connector, or subprocess. Helpful to indicate where there is variability or inefficiency or where complex rules may apply to how a particular task is completed

**UCPath Local Process**

Color indicates processes performed by Local Campus as defined on related Central FSPD Maps (cannot be revised on local map)