MAY NSC NETWORK MEETING
AGENDA

> Faculty – Summer Hiatus
  – Timeline
  – Process for submitting faculty for Summer Hiatus for ENTIRE summer quarter
  – Process for entering Summer Hiatus into Workday for academic personnel who are working part of summer quarter

> Faculty – Annual or Shorter – Termination
  – Determining when to terminate or if the worker is eligible for Summer Hiatus

> Faculty Q&A

> Staff – Cyclic Leave
  – Timeline
  – Process for entering Cyclic Leave into Workday
WHAT WE WILL NOT COVER

BENEFITS

> Questions regarding benefit impacts due to Summer Hiatus
  – Benefits panel discussion for faculty
  – Live webinar
  – May 31st
FACULTY – SUMMER HIATUS
TIMELINE

> June 1\textsuperscript{st} – submit leave data for EIB load
  – Units will indicate which academic personnel will be going on Summer Hiatus for the ENTIRE summer quarter (June 16 – September 15)
  – \textbf{Must be submitted by 12 p.m. on June 1\textsuperscript{st}}

> June 4\textsuperscript{th} – June 8\textsuperscript{th}
  – Units will rerun report to validate leave data

> June 8\textsuperscript{th} – submit leave corrections requests
  – \textbf{Must be submitted by 12 p.m. on June 8\textsuperscript{th}}
TIMELINE

> September 17th – the ISC will perform a mass return for all academic personnel who were placed on Summer Hiatus with an ‘Estimated Return Date of Leave’ of September 15th
  – This will be done whether the academic personnel were placed on Summer Hiatus via EIB or manually by the unit

> September 18th – 28th – units will verify individual FTE and positions for all academic personnel returned from Summer Hiatus
  – Changes must be made in Workday prior to 5:00 p.m. on September 28th
PROCESS

ACADEMIC PERSONNEL – ENTIRE SUMMER QUARTER

> Summer Hiatus Audit Report – R0047
  – This report will only display workers that are eligible for summer hiatus
  – It will show leave start, estimated end date, and actual end date

> Designate which workers will be on Summer Hiatus for the ENTIRE summer quarter (June 16th – September 15th)
Submit report using the Academic Personnel Leave of Absence (LOA) Submission form
  - Must be submitted by 12 p.m. June 1
> Once the spreadsheet has been completed, the Unit Change Leader will upload a single, consolidated spreadsheet for the entire unit using the submission form
PROCESS

ACADEMIC PERSONNEL – PARTIAL SUMMER QUARTER

> Academic Personnel who will NOT be on Summer Hiatus for the full summer quarter, must be placed on leave at the unit level.

> Academic Personnel who were placed on Summer Hiatus via EIB load, and decide to return early, will be returned from Summer Hiatus in Workday at the unit level.

> Please refer to the ‘Leave of Absence – Summer Hiatus – Academic Personnel’ user guide.
FACULTY – ANNUAL OR SHORTER TERMINATION
TERMINATION VS SUMMER HIATUS

BEST PRACTICES

> Academic Personnel that are appointed annually or shorter, cannot be on Summer Hiatus/Off Quarter Hiatus for consecutive quarters

> If there is no commitment from the department and/or academic personnel to return from Summer Hiatus/Off Quarter Hiatus following leave, they should be terminated
TERMINATION VS SUMMER HIATUS

EXAMPLE

> A Lecturer, Part-Time teaches spring quarter, would like to be placed on Summer Hiatus, then commits to return in fall quarter to teach
  – The Lecturer, Part-Time can be placed on Summer Hiatus
TERMINATION VS SUMMER HIATUS

EXAMPLE

> A Lecturer, Part-Time teaches spring quarter, would like to be placed on Summer Hiatus, but is unsure if they can return in the fall. They would still like to be placed on Summer Hiatus in the event they can return in the fall.

  – If the Lecturer cannot commit to return in the fall, they should be terminated.
  – The termination can be initiated once it is determined they will not be teaching in the fall.
STAFF – CYCLIC LEAVE
TIMELINE

> Cyclic Leave should be entered into Workday by **June 8th at 5 p.m.**
  > R0429 can be run to help identify workers that are on a less than 12 month service period
> At the end of the Cyclic Leave, the worker(s) will need to be returned from leave
> Reference the ‘[Leave of Absence – Cyclic Yearly – Staff Campus’ user guide](#)
RESOURCES

SUMMER HIATUS

> Guidance: Placing Academic Personnel on Summer Hiatus
  – Leave of Absence – Summer Hiatus – Academic Personnel
  – Academic Personnel Leave of Absence (LOA) Submission form
  – Unit Change Leader site

> Special ‘Quarterly Faculty Benefits Webinar’ on May 31st
RESOURCES

CYCLIC LEAVE

> Leave of Absence – Cyclic Yearly – Staff Campus