

UNIVERSITY OF CALIFORNIA, DAVIS
PARTIAL-YEAR POSITION CERTIFICATION

Instructions: *This form must be signed by each employee who is hired into a partial-year career position or who volunteers for reassignment from a full-year to a partial-year position.*

Employee's name: _____

Payroll title: _____

Department: _____

Period(s) of furlough: _____ through _____

_____ through _____

A partial-year position is one with regularly scheduled periods, called furloughs, during which the incumbent remains an employee but is not at work. Periods on furlough are without pay.

General information on benefits during furlough follows; contact the Campus (530-752-1774) or UCDHS (916-734-8099) Benefits Office for additional information.

1. The University will continue its contribution to the cost of University-paid group insurance plans (medical, dental, optical, UC-paid life, and UC-paid disability) for up to 3 full months. Supplemental life insurance, dependent life insurance, disability insurance, accidental death and dismemberment insurance, and legal insurance premiums may be continued during furlough. The Benefits Office will send a letter to your home address regarding the payment of insurance premiums.
2. Employee contributions to the UC Retirement System are discontinued during furlough. They are automatically reinstated upon return from furlough. If you participate in the UC Tax-Deferred 403(b) Loan Program, you must make arrangements to continue your monthly loan repayments by contacting Fidelity Retirement Services (866-682-7787).
3. If you have insurance with A+ Insurance (California Casualty, 866-680-5142) you must make arrangements to pay your insurance premiums directly to the insurance company during furlough.
4. Participation in Health Care Flexible Spending Account (FSA) automatically ends when furlough begins. Conexis will send COBRA information if employee desires to continue participation. Employee may reenroll into FSA within 31 days upon return to pay status at prior annual rate. Please note that if reenrollment occurs and COBRA was not elected, then monthly contribution rate will increase. Contact your Benefits Office for more information.
5. One full year of retirement service credit will be awarded if you are appointed and work 100% time for the prescribed term of the partial-year appointment (9, 10, or 11 months). For periods

less than full-time, retirement service credit will be prorated. For more information, contact the Retirement Administration Service Center (RASC, 800-888-8267).

Other considerations:

1. You should cancel your parking permit at the Transportation and Parking Services Office and arrange with your credit union to make any loan payments directly to them during your furlough.
2. Time on furlough is not qualifying time for vacation or sick leave accrual, holiday pay, or service computation for seniority or service awards.
3. You may file a claim for State Unemployment Insurance benefits during periods of furlough. The determination for eligibility is made by the State Employment Development Department, not by the University.

Employee's certification (check one):

- I have read the information above and understand the conditions of my employment as a partial-year employee.
- I certify that I have volunteered for reassignment to a partial-year position and that I understand the conditions of employment in a partial-year career position as outlined above.

Employee's signature/date

Supervisor's signature/date

Department Head's signature/date

Copies to: Employee
 Department Personnel File
 Campus Personnel File