

Short Work Break – Graduate Student Employees

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Short Work Break Issues

- Over 3500 BX/BR jobs on SWB
 - 128 have expected job end dates prior to January 2025
 - 594 TAs have expected job end dates past 6/30/25
 - 1300 GSRs have expected job end dates past 6/30/25
- I-9/Tracker non-compliance is very high for BX/BR
 - 684 have Work Authorization dates prior to January 2025
 - Likely related to using SWB rather than rehire/concurrent hire

Short Work Break Cleanup

- Jobs with expected job end dates prior to 4/1/25 will need to be terminated by the department
- Jobs with 6/30/25 or later expected job end dates will be auto-terminated on 6/30/25*
 - APS, in consultation with GEPA, will update the expected job end date to 6/30/25 if necessary and check the auto-termination flag
 - If GEPA verifies SWB through 9/30/25 is appropriate, those jobs will remain on SWB.
- Departments must actively manage SWB going forward. If employment is not offered/accepted for the quarter following the SWB, terminate the job.

Short Work Break Best Practices

Refer to the systemwide SWB matrix before entering SWB:

https://spwebserv.ucop.edu/LocationUsers/LOCjobaids/UCPC_PHCMWFAL270JA_ShortWorkBreakMatrix_D2Rev01.pdf

- SWB for no longer than four months and only if reasonable expectation of employment in that title at the end of the SWB
- Use auto-termination process if break will be longer than four months (job end date + auto-term flag checkbox)
- Use Concurrent Hire (no break in service) or Rehire (break in service) as necessary
- Before Returning from Work Break (RWB)/Concurrent Hire/Rehire, ensure employee has proper work authorization