

UAccess Employee - Expected End Date Rules

Expected Action/Reason and their resulting Short Work Break (SWB) Status/Length



THE UNIVERSITY OF ARIZONA
Human Resources

EXPECTED END DATE REASON	USED FOR	AUTOMATIC RETURN TO ACTIVE STATUS?	ACTION REQUIRED / RETURN TO ACTIVE STATUS	SHORT WORK BREAK DURATION
 1. End Job /Visa Expiration Date	Any employee type / any job	 No	Yes. HR must process a job change to return the employee to active status. If the SWB is not extended before the end of the SWB period, the employee will automatically terminate.	 14 days
 2. Summer Unknown Return	Academic employees who go on short work break during the summer and DO NOT automatically return to an active status	 No	Yes. HR must process a job change to return the employee to active status. If the SWB is not extended before the end of the SWB period, the employee will automatically terminate.	 120 days
 3. Summer Off	Academic employees who go on short work break during the summer and are expected to return to work in the new academic year / fall semester	 Yes	No job change is needed. Employee will automatically return to an active status	 Duration based on academic dates
 4. Fall / Fiscal	Fiscal employees who go on short work break at the end of the fiscal year or fall semester, and DO NOT automatically return to an active status	 No	Yes. HR must process a job change to return the employee to active status. If the SWB is not extended before the end of the SWB period, the employee will automatically terminate.	 30 days
 5. Semester Off	Non-benefits-eligible faculty who are hired only one semester a year	 No	Yes. HR must process a job change to return the employee to active status. If the SWB is not extended before the end of the SWB period, the employee will automatically terminate.	 260 days
 6. One Year Off	Non-benefits-eligible faculty who are hired only during the summer or a short week course	 No	Yes. HR must process a job change to return the employee to active status. If the SWB is not extended before the end of the SWB period, the employee will automatically terminate.	 385 days