This guide describes short work breaks: what they are, the employees who are typically placed on short work breaks, and what department administrators need to know.

**What is it?**
Short Work Break is the way the system makes 9- and 10-month employees inactive for the summer months, including both salaried and certain OPS employees. It is accomplished by adding a new job row to the correct employee record, making the employee’s Time and Labor status inactive, and changing the primary pay group. This is an automated process and requires no action on the part of department administrators.

When you see a job data page like the following, that means the employee has been placed on a short work break - *for this job/employee record*. The work break applies only to that employee record. The employee may have other jobs at the university (listed on other employee records).

**What employees are affected?**
Employees are selected for this process based on their Salary Administrative Plan. The Salary Plans that are affected include:

- **FA10......... 10 Month Faculty**
What departments need to do?

- Prior to running the process (usually at the end of April or beginning of May) the personnel offices will send out a communication asking departments/units to review their 9- and 10-month employees:
  - If the department expects an employee to return in the fall, no further action is required
  - If an employee is not returning in the fall, the department should enter a termination job action before the work-break process runs. Please allow time for the termination to go through both Level 1 and Level 2 (after the department initiates the action) since the termination needs to be processed before the work-break process runs
  - Bridges will try to develop reports for the colleges listing the affected employees
  - Please DO NOT perform job actions on Employee Records that are on Short Work Break. If you do, it will prevent the Return from Work Break process from running in the fall
    - The only exception to this is if a termination needs to be processed. In that case the termination job action should be added on summer jobs as well as the Employee Records that are on short work break. All the termination job actions should use the termination date as the effective date.
  - If a 9- or 10-month employee is hired during the summer, hire the individual on the Empl Rcd 0 and use that as the 9-month job. Effective the same day as the hire, the employee needs to be put on a short work break. Please work with the personnel office to get this in place. You may then Add an Additional Job to pay them for the summer job.

Return from Work Break

- The Return From Work Break process will change 9- and 10-month employees to active pay status with an effective date established by the university as the 9- or 10-month contract start date. This is an automated process that inserts a new job row with the Action and Reason of Return From Work Break, reactivating Time and Labor and changing the primary pay group. This process applies to all Salary Plans included in the Short Work Break and will normally be run at the end of July or beginning of August, after the budgets for the new fiscal year have been loaded into Financials.
  - As with Short Work Break, Bridges will try to develop reports to let the colleges/units know which employees are affected
  - If a 9- or 10-month employee was given a title change or pay change on a summer job, this will NOT be reflected in the Empl Rcd used for Return from Work Break. You will need to enter a new job row to change title or salary after Bridges has run the process for Return From Work Break. The personnel offices will issue communications to let you know when these processes are to be run.