

## Managing time off during a UW leave (for staff)

### General types of personal UW Leave of Absence (LOA)

#### [Family and Medical Leave Act \(FMLA\)](#)

#### [Temporary disability leave for pregnancy and childbirth](#)

#### [Parental leave](#)

#### [Paid Family and Medical Leave \(PFML\)](#)

#### [Disability leave](#)

#### [Leave related to domestic violence, sexual assault, or stalking](#)

#### [Leave of absence without pay](#)

### Expectations while on leave

For most leave types, you may choose whether to take your absence as paid, unpaid, or a combination of paid and unpaid time. Being on a leave of absence does not necessarily turn off your pay in Workday. If you are a salaried employee, Workday will continue to pay your salary during your leave as if you were working. If you do not enter the correct type of leave time/time off, you may be required to pay back that money to UW as an overpayment. If you have been approved for a continuous/full leave of absence, you will need to enter leave/time off for every weekday of your leave while you are not working (please do not enter time off for weekend days unless your Workday schedule includes regular weekend hours).

Continuous leave means that you cannot start working **any** hours again until your approved leave end date passes. If you end up needing less leave than originally approved, you must send updated documentation from your healthcare provider to [hrleaves@uw.edu](mailto:hrleaves@uw.edu) so that they can modify your leave dates. They can either end your leave early or change part of your leave to intermittent (partial/as needed) leave. You can also contact the HR Leaves team with documentation if you need to extend your leave.

When you are ready to return to work from your leave of absence, contact your manager to discuss your department's return-to-work process.

### Entering time off/leave

You can use any type of accrued paid time off (sick, vacation, discretionary, or compensatory time off; holiday credit; personal holiday; or shared leave) to account for the time you are not working and get paid during your leave period. Please use the "time off" leave types and not the "LOA" leave types in Workday. You are responsible for entering your leave but can ask for help from your HR Manager or the payroll team if needed. If you are on FMLA, please choose **FMLA** in the drop-down menu of the **Reason** box at the bottom of your absence request for all FMLA-related leave (continuous or intermittent).

### Unpaid time off

If you do not have enough paid time off to cover the duration of your leave or you wish to intersperse your leave (when allowed), you must enter [unpaid time off](#) on the days you either do not work or do not enter paid leave.

Your benefits may be impacted by extended use of unpaid time off. If you are on an approved medical, parental, or military leave of absence, you must remain in pay status for at least eight hours per month for the University to continue paying its portion of your health insurance. For continuation of benefits, it is encouraged that employees apply paid time off on the first work day of the month. Contact the [Benefits Office](#) about continuing your benefits during extensive periods of unpaid time off.

If you hold an FTE, you do not accrue any vacation time off during a calendar month in which you have taken more than 80 hours of unpaid time off, prorated for part-time employment. For a 0.5 FTE, that would be 40 hours. The 80 hours includes any holidays that you took as unpaid time off.

### Holiday time off while on leave

Unless a more specific collective bargaining agreement term, Professional Staff Program provision, or civil service rule applies, **to be paid for a scheduled holiday, you must be in pay status as follows:**

If you are:	Then you must be in pay status:
Classified non-union	the entire work shift on the last scheduled work shift preceding the holiday
Contract covered staff	at least four hours on the last scheduled work shift preceding the holiday
Professional staff	at least four hours on the last scheduled work shift preceding the holiday

“In pay status” means you either worked that day (if permissible) or were on paid time off.

If you use unpaid time off for the whole work shift proceeding the holiday, you should not request pay for that holiday.

### Benefits

If your leave is covered by FMLA, the University will continue to pay its employer portion of your health insurance. You will still be responsible for any portion of your health benefits that you normally pay.

Once your 12 weeks of FMLA is exhausted, if you are going to be absent from work for a full calendar month, you must remain in pay status for at least eight hours that month in order for the University to continue paying its portion of your health insurance.

To remain in pay status, you must do one of the following:

- Work at least eight hours (when allowed)
- Use at least eight hours of accrued time off (sick, vacation, discretionary, or compensatory time off; holiday credit; personal holiday; or shared leave per month to maintain benefits. This is known as “interspersing.” You are allowed to intersperse while you are on specific approved types of leave such as FMLA or disability leave.

Interspersing will not extend the length of your leave beyond approved dates or limits.

**If you go an entire calendar month without being in pay status, you will need to [self-pay](#) (in other words, pay both your and the University’s portion) to keep your health insurance coverage.**

### Shared leave program

The state of Washington’s [Shared Leave Program](#) allows time off accruing employees to donate their accrued time off to another state employee who is experiencing a severe, extraordinary, or life-

threatening health crisis, for parental leave, pregnancy disability, or other qualifying circumstance. Donated time off is intended to help employees in these circumstances manage absences financially after they have depleted or nearly depleted their own paid time off. Donated time is deducted from the donor's time off balances at the time the donation is approved. Shared leave hours are paid at your regular rate of pay. You cannot receive shared leave without first requesting it and being approved by UW HR.

### Recipient eligibility

To receive shared leave, you must:

- Hold a position that accrues time off
- Have a qualifying reason
- Have used (or will soon deplete) your accrued or paid time off that you may be eligible to use based on a qualifying reason.

### Request for shared leave

**For campus staff:** Submit an absence request for Shared Leave in [Workday](#) (select "LOA – Parental Shared Leave of Absence" or "LOA – Shared Leave of Absence"). You can find instructions in the [Leave of Absence – Request Shared Leave – Staff Campus](#) user guide. Contact [SEFS HR](#) for additional assistance.

Shared leave may be used only for the qualifying medical condition or reason approved in your shared leave request. Unused shared leave will be returned to the donor in accordance with state law. You may not cash out donated sick leave through the Attendance Incentive Program.

If you would like the SEFS HR Manager to send out an email requesting shared leave donations from other eligible employees in the department during your leave, please ask by sending an email to [sefshr@uw.edu](mailto:sefshr@uw.edu). This has been a successful strategy, but you can discuss other options for receiving shared leave with the HR Manager.

### Resources for entering time off

Here are some guides on entering time off in your Workday absence calendar (NetID login required):  
[https://employeehelp.workday.uw.edu/user-guides/enter\\_absence/](https://employeehelp.workday.uw.edu/user-guides/enter_absence/)  
<https://employeehelp.workday.uw.edu/wp-content/uploads/2017/06/Request-Time-Off-Quick-Guide.pdf>

For questions, additional information, assistance, or resources, please contact **Wanjiku Gitahi**, SEFS HR Manager, at [sefshr@uw.edu](mailto:sefshr@uw.edu).