

# Faculty Leave Administration

Academic Human Resources, 2016

# Who are the Faculty?

“Faculty” is defined in the Faculty Code (Chap. 21, Section 21-31)

## **University Faculty consists of:**

- The president
- The vice presidents
- The professors
- The associate professors
- The assistant professors
- The principal lecturers
- The senior lecturers and senior artists in residence
- The professors of practice
- The lecturers and artists in residence
- The instructors
- The teaching and research associates ...

... whether serving under visiting, acting, research, clinical, or affiliate appointment, whether serving part-time or full-time, and whether serving in an active or emeritus capacity



What types of leaves are available for faculty at the University of Washington?



# Faculty Leave Types

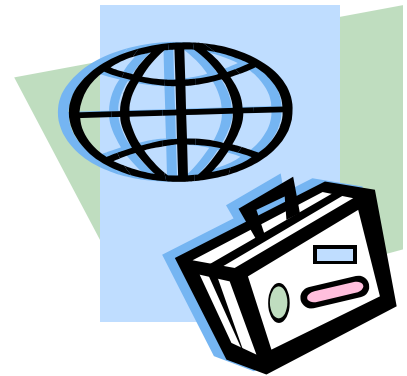
- “Vacation”
- Paid Professional Leave (PLP)
- Leave Without Salary (LWO)
- Medical Leave (Sick Leave/FMLA)
- Military Leave



# “Vacation”

- 12-month faculty are paid for 11 months of service each academic year. The use of 1 month of “vacation” time should be arranged with the unit.
- 9-month faculty are expected to use breaks and summer for vacation.

**Faculty do not accrue vacation time**



# Vacation

- Administer! -

A faculty member with a 9-month service period wants to take vacation in February.

- What happens?



# Paid Professional Leave

(aka Sabbatical)

*Terms outlined in Executive Order No. 33*

## Purpose

To increase the scholarship and professional development of faculty and enhance their capacity for service to the University

## Who is eligible?

Tenured, Professorial Faculty...

- In seventh year of service to the University
- In seventh year after returning from a previous professional leave
- Assistant profs are not eligible until approved for promotion

*Eligibility should not be equated with necessarily being awarded same*

# Paid Professional Leave

cont'd

## When

Leaves coincide with normal academic quarter dates

- Autumn quarter – 9/16 – 12/15
- Winter quarter – 12/16 – 3/15
- Spring quarter – 3/16 – 6/15
- Summer quarter – 6/16 – 9/15



# Paid Professional Leave

cont'd

## Payment

Based on leave duration:

- » One year – 67%
- » 2 quarters – 75%
- » 1 quarter – 100%



Details:

- Statutory limit caps monthly rate UW can pay (currently \$17,183).
- If faculty member is on an A/B arrangement, payment from UW will be based only on the tenure (A) amount.
- Outside grant support designated for salary purposes, may be applied to increase the faculty member's remuneration for the period of the leave to full salary, and thereafter to reduce the University contribution. Generally cannot make more than normal salary.

# Paid Professional Leave

cont'd

## How to Apply

Submit application, letter, and CV (and any other materials required by the unit) to the chair/director.

APPLICATION for PAID PROFESSIONAL LEAVE

**TO BE COMPLETED BY THE APPLICANT:**

(1) Last Name Initial \_\_\_\_\_ (2) First Name \_\_\_\_\_ (3) Middle Initial \_\_\_\_\_

(4) Employee ID (not SSN) \_\_\_\_\_ (5) Campus Box # \_\_\_\_\_ (6) UW E-mail \_\_\_\_\_

(7) Job Class Code (optional) \_\_\_\_\_ (8) Job Title \_\_\_\_\_ (9) Appointment FTE % \_\_\_\_\_ %

(10) Department/Program (if applicable) \_\_\_\_\_ (11) College/School/Campus \_\_\_\_\_

(12) Date of Initial UW Appointment \_\_\_\_\_ (13) Job Title of Initial UW Appointment \_\_\_\_\_

(14) Leave Period Specific Quarter(s): \_\_\_\_\_ or From: (mm/dd/yyyy) To: (mm/dd/yyyy)  
 \_\_\_\_\_ Au 20 \_\_\_\_\_ Wj 20 \_\_\_\_\_ Sp 20 \_\_\_\_\_ Su 20 \_\_\_\_\_

(15) Date Tenure was Granted \_\_\_\_\_ (16) Percentage of Tenure \_\_\_\_\_ % \_\_\_\_\_ 100% \_\_\_\_\_ 75% \_\_\_\_\_ 67% \_\_\_\_\_ other: \_\_\_\_\_ %

(18) Indicate expected financial support from both internal and external sources  
 \_\_\_\_\_

(19) State briefly the specific purpose of the leave, including where the period of leave is to be spent; attach a leave plan  
 \_\_\_\_\_

(20) List previous leaves of any kind  
 \_\_\_\_\_

**RETURN COMMITMENT AGREEMENT (TO BE COMPLETED BY THE APPLICANT):**  
*I hereby agree to return to and to work for the University of Washington for the period of one year following completion of the professional leave with pay. I acknowledge that, pursuant to RCW 288.10.650, my failure to comply with this agreement shall constitute an obligation to repay to the University any remuneration received from the University during the period of leave.*

(21) Date \_\_\_\_\_ Faculty Member (print) \_\_\_\_\_ Signature \_\_\_\_\_

**TO BE COMPLETED BY THE DEPARTMENT CHAIR/PROGRAM DIRECTOR:**

(22) Budgeted FTE \_\_\_\_\_ (23) Budget Information (if applicable) \_\_\_\_\_ % \_\_\_\_\_

(24) What distribution is to be made of the applicant's classes, including plans for teaching and funding?  
 \_\_\_\_\_

**APPROVALS:**

(25) Date \_\_\_\_\_ Department Chair/Program Director (print) \_\_\_\_\_ Signature \_\_\_\_\_

(26) Date \_\_\_\_\_ Dean/Chancellor (print) \_\_\_\_\_ Signature \_\_\_\_\_

(27) Date \_\_\_\_\_ Academic Human Resources (print) \_\_\_\_\_ Signature \_\_\_\_\_

Rev. 21 October, 2011; supersedes UW Form 1661

# Paid Professional Leave

- Administer! -

Associate Professor Rowling in the Department of English wants to take two quarters of sabbatical. She has an A/B salary structure of 80% tenure / 20% other funds.

- How much will she get paid?
- **What if she took a sabbatical 5 years ago?**



# Leave Without Pay

## Purpose

May be used for many purposes, including but not limited to:

- Personal Reasons
- Medical Reasons
- Parental Leave
- Outside Professional Work



## Who is eligible? Faculty who...

- Have an active, paid appointment
- Do not have any visa restrictions regarding unpaid leave
- Have not already reached the 2 year limit for leaves without pay
  - Any LWO beyond two consecutive academic years needs an exception

# Leave Without Pay

## cont'd

### When

- Leave may only be requested for up to one academic year at a time
- Leave cannot be used for a time when the faculty member isn't scheduled to work
- Leave can be part-time or full-time

### Payment

Payment while on leave is based on the faculty member's percent of effort. (e.g. A full-time faculty member on 75% leave (25% active) can only receive 25% of their total compensation. A full-time faculty member on 100% leave will receive no compensation.)

### How to apply

Submit leave request form to the chair/director

# Leave Without Pay

- Administer! -

Professor Frink in Engineering wants to take partial leave without pay to work full-time for Boeing for 3 years.

- What would be the terms of his leave?
- What else needs to happen?



# Leave Without Pay

## Assistant Professor Mandatory Review Clock Impact

- If an Assistant Professor works **50% FTE or more**, for **6 months or more**, the year counts. If an Assistant Professor works less than that due to a leave, the year is automatically “waived” and does not count toward their tenure clock.
- If the leave does not cause the clock to be waived automatically but the faculty member would like to have the year waived, s/he may submit a request for consideration.



# Medical Leaves

## Faculty Paid Sick Leave



### Purpose

Can be used when the faculty member has a serious health condition, or when a qualifying family member has a serious health condition that requires the faculty member to provide care.

### Who is eligible?

All paid faculty members, during the time they have an active appointment, who have not exhausted their paid sick leave for the academic year.





# Medical Leaves

## Faculty Paid Sick Leave cont'd



### When

Leave can be used during the dates specified by the healthcare provider, up to a maximum of 90 calendar days per academic year. A partial sick leave day still counts as a full day (though FMLA leave can be calculated in hours).

### Payment

Payment from the University is based on the paid FTE of the faculty member during the leave period.

# Faculty Paid Sick Leave

- Administer! -

Research Associate's healthcare provider requires that she take 4 months of leave.

- What happens?

9-month Teaching Associate's appointment has been non-renewed. She applies for sick leave from 6/1/2015 – 7/31/2015.

- What happens?

Faculty member wants to take paid sick leave to take care of his grandchildren.

- What happens?



# Medical Leaves

## Family and Medical Leave Act (FMLA)

### Purpose

Protects job for up to 12 weeks for circumstances including:

- Own serious health condition
- Family member's serious health condition
- Parental leave to care for a newborn or newly adopted or placed child

### Who is eligible?

Faculty who...

- Have worked at UW (or other State of WA employer) in a benefits-eligible position for at least 12 months
- Have not exhausted their FMLA

# Medical Leaves

## Family and Medical Leave Act (FMLA) cont'd

### When are they eligible?

- Year-round for 12-month faculty; during contracted periods for 9-month faculty
- Limited to time specified by healthcare provider, for up to 12 weeks
- Can be taken over the course of up to 12 straight weeks, or on an intermittent basis

# Medical Leaves

## Family and Medical Leave Act (FMLA) cont'd

### Payment

FMLA does not provide a guarantee of payment during leave, but FMLA usually runs concurrently with faculty paid sick leave

### How to apply

Find appropriate healthcare provider form as found on AHR website, fill out employee portion, then give to appropriate healthcare provider to complete. Faculty member or healthcare provider submits form to AHR

# Medical Leaves

## Family and Medical Leave Act (FMLA) cont'd

### Notice of Rights

Federal law requires that employees receive FMLA eligibility notice within 5 business days of the initial request for leave **or** when the employer acquires knowledge that an employee leave may be for an FMLA-qualifying reason.

If you become aware that a faculty member may be in a situation that could qualify for sick leave/FMLA, give the faculty member the [FMLA Information Summary](#).

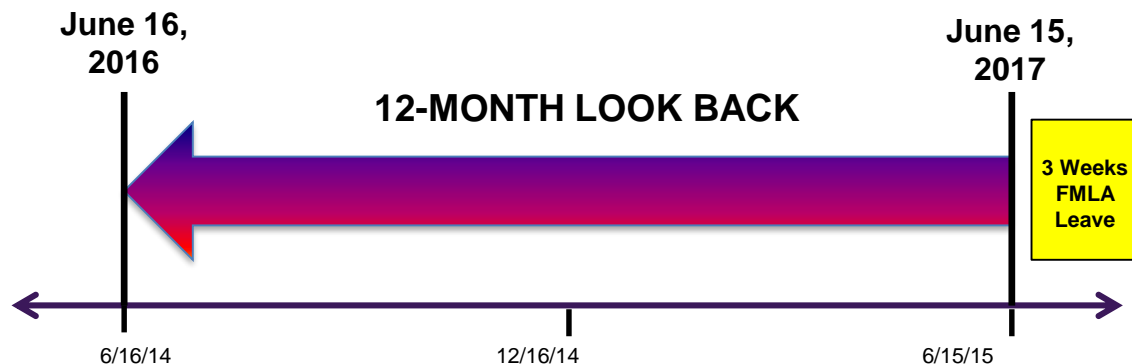
# *Family and Medical Leave Act (FMLA) Administrative Changes at UW*

- Effective **January 1, 2016**, the UW changed to the rolling 12-month period to track FMLA leave availability and use.

# Family and Medical Leave Act (FMLA) Calendar at UW

- How does the “Rolling” Calendar Work?
  - Leave is measured backward from the date an employee uses any FMLA leave.

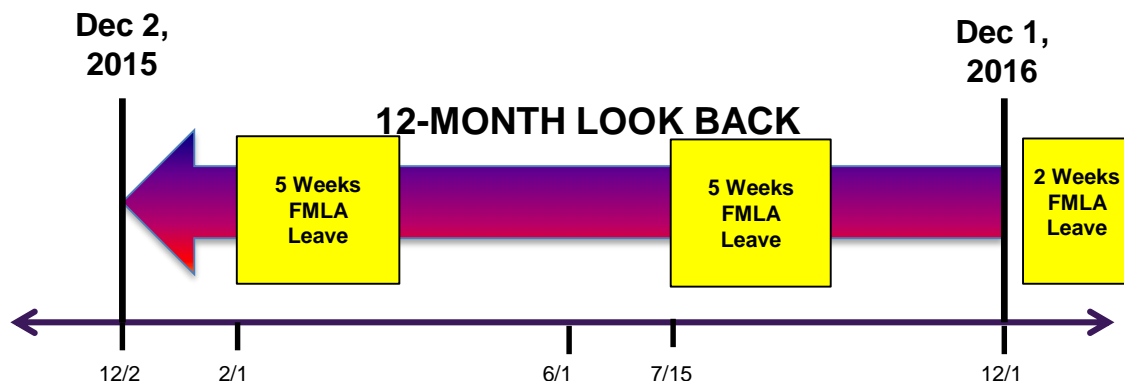
***Example 1:*** John requests three weeks of FMLA to begin on **June 15, 2017**. UW looks back 12 months to **June 16, 2016**, to see if any FMLA leave had been used. Since John hasn’t taken any FMLA in the previous year, he is entitled to the three weeks he requested and has nine more weeks available.





# Family and Medical Leave Act (FMLA) Calendar at UW

**Example 2:** Courtney requests four weeks of FMLA to begin on **Dec. 1, 2016**. UW looks back 12 months to **Dec. 2, 2015**, to see if any FMLA leave had been used. Since Courtney had taken five weeks of FMLA beginning Feb. 1, and five weeks beginning July 15, She only has two weeks of FMLA available. After Courtney takes her two weeks starting on Dec. 1, she can next take FMLA leave beginning Feb. 1 as the days of her previous February leave “roll off.”



# Family and Medical Leave Act (FMLA)

- Administer! -

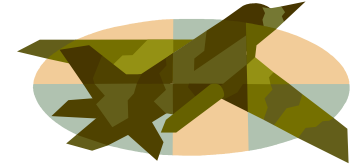
Professor Winfrey is a new faculty member in Business. She has worked at UW for 3 months. Her family member has a serious health condition and will need care for 4 weeks. Professor Winfrey would like to use FMLA and paid sick leave.

- What happens?



# Pregnancy Disability

- Disability leave for pregnancy-related conditions or childbirth may be taken for the period of time certified by the faculty member's healthcare provider
- Pregnancy disability usually runs concurrently with FMLA and paid sick leave
- When pregnancy disability leave ends, faculty are entitled to up to 12 weeks of additional time off under the Washington Family Leave Act (FLA) for bonding with and caring for their newborn or newly adopted or placed child. Once paid sick leave is exhausted, FLA is considered a leave without pay



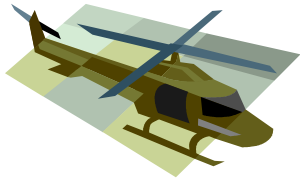
# Military FMLA

- FMLA can be used for qualifying exigency when a family member is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces (including the National Guard and Reserves)
- FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period

## **ex·i·gen·cy**

noun

*an urgent need or demand*



# Military Leave

People who enlist in or are called to active duty in any of the uniformed armed service branches and their reserves, the US Coast Guard, the National Guard and the uniformed branches of the US Public Health Service, have rights under the federal **Uniformed Services Employment and Reemployment Rights Act (USERRA)** and Washington state law.

These rights include:

- 21 work days of paid military leave annually, from October 1 through September 30
- Up to 5 years of unpaid military leave with specified return to work rights when called to active duty

## How to apply

- Fill out and submit appropriate military leave form

# Questions?



## Resources

AHR website, <http://ap.washington.edu/ahr/>

AHR team, <http://ap.washington.edu/ahr/contact/>

**Thank you for joining us today!**