Faculty Leave Administration

Academic Human Resources - 2018
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” or paid time off
- Sabbatical (Formerly Paid Professional Leave)
- Leave Without Pay
  - Extended Medical Leave
  - Outside Professional Work
  - Parental Leave (Non-medical)
  - Personal Leave (Non-medical)
- 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 (also known as “paid time off”) should be arranged in advance with the faculty member’s local unit.
  – Record keeping is managed at the local unit level.

• 9-month faculty are expected to use breaks and summer for vacation.

Faculty do not accrue vacation time
Question:
A faculty member with a 9-month service period wants to take vacation in February.

What do you do?

Answer: Faculty and academic staff hired on a 9-month basis are paid for 9 months of service and are expected to use summer for time off. Please refer them to:
https://ap.washington.edu/ahr/policies/leaves/vacation/
Sabbatical
(aka Paid Professional Leave)

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 to apply?
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
Sabbatical cont’d

When
Leaves coincide with normal academic quarter dates for both 9-month and 12-month appointments.
Sabbatical 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 for the tenured portion of salary ($18,993 for 2019-20).
• 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. These changes must be applied manually in Workday (Change Job-Data Change).
Sabbatical cont’d

How to Apply
Faculty member submits application form, letter, and CV (and any other materials required by the unit) to the department for internal routing.

Units send completed applications in a single PDF to APLeaves@uw.edu. Send no later than January 4, 2019.

Sabbatical approval notices will be sent to units upon provost review. ~ March, 2019.

Units will be responsible for initiating the sabbatical leave business process in Workday. No mass uploads this year.
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?

Answer:
• 75% sabbatical pay for 2 qtrs X 80% tenure = 60% of salary
• Not eligible if she took sabbatical 5 years ago.
  – “Seventh year after returning from a previous professional leave”
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 LWOP beyond two consecutive academic years requires pre-approval by Vice Provost
- Research Associates -
Leaves for Post-Docs

- In limited circumstances and for a limited period of time, an employee who holds an appointment in any of these titles may be permitted to take a partial leave of absence without pay for reasons related to family obligations:
  - Senior Fellow
  - Senior Fellow-Trainee
  - Research Associate
  - Research Associate-Trainee
  - Visiting Scientist
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

Requests are initiated and approved in Workday. Consult the Enter Absence (Time Off) User Guide.
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?

Answer:
- Form 1460 to Office of Research
- Request one year leave for Outside Work from AHR
- Request exception for anticipated 3rd year to AHR
• 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.

• More information may be found on the Family Friendly Policies page on the AHR website.
Leave Without Pay
Assistant Professor Mandatory Review Clock Impact

• AHR runs monthly audits to determine if faculty leaves will necessitate a change to their promotion/tenure clock.

• If your department receives a notification from AHR indicating a leave will extend a faculty member’s promotion/tenure clock, you will need to request that action in Workday. Please indicate in notes that the request is due to a message sent by AHR, and save a copy of the email in the Maintain Worker Documents section of Workday.
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
Paid sick leave can be used during the dates specified by the healthcare provider, up to a maximum of 90 calendar days per academic year.

• Paid sick leave days are counted in full days.

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 6/1/2018 – 7/31/2019.
• 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 (84 days) 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 the AHR website, fill out employee portion, then give to appropriate healthcare provider to complete. Faculty member or healthcare provider submits form to AHR
Maternity leave planning

- FMLA/medical leave for maternity disability, as authorized by the HCP. HCP-authorized dates are eligible for paid sick leave.
- Parental leave = Leave without pay.
  - Birth mother is entitled to 12 weeks of time off under the Washington Family Leave Act (FLA) for bonding with and caring for their newborn or newly adopted or placed child.
  - Parent other than birth mother may apply for FMLA by submitting the Parental Leave form to AHR.
Recording LOA in Workday

- Approved FMLA, General LOA, and Leave Without Pay leaves will require “time off” entries
- FMLA leaves also require “tracking time off”
- Sabbaticals require a “leave-related FTE change” if leave is not paid at 100% of regular FTE
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**.

*UNIVERSITY of WASHINGTON*
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, 2019. UW looks back 12 months to June 16, 2018, 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, 2019. UW looks back 12 months to Dec. 2, 2018, 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?
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 - 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/

Workday User Guides,  https://isc.uw.edu/user-guides/

Thank you for joining us today!