

LEAVES: ACADEMIC PERSONNEL

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LEAVES OVERVIEW: TODAY'S TRAINING

- Academic HR and Leaves
- Leave Policies
- Q&A
- Resources

ACADEMIC HR AND LEAVES

ROLE OF THE AHR BUSINESS PARTNER

- Provide review, eligibility analysis, and consultation on leaves and time off for academic personnel
 - FMLA, PFML, leave without pay, sabbatical
- Approve leave-related business processes in Workday
- Retain and protect confidential medical leave documents

*In the 2020-2021 academic year, AHR BPs responded to **over 3,500** leave-related questions and requests.*

CONTACT YOUR AHR BUSINESS PARTNER WHEN...

- An employee wishes to discuss sensitive details about their own medical leave
- There's a leave question for which information is not available on the [Office of Academic Personnel \(OAP\) website](#)
- A status check is needed for a leave request submitted more than 5 business days prior
 - Note: The employee requesting leave should first confirm with the healthcare provider that the leave request has been submitted to Academic HR

If you have questions about Workday entry, refer to the related ISC guide (<https://isc.uw.edu/>) or contact ISChelp@uw.edu.

KEY DIFFERENCES IN PROCESS - ACADEMIC PERSONNEL VS. STAFF

Business processes related to leaves for academic personnel are different than those for staff employees.

- Medical leaves:
 - Initiated in Workday by department or employee after receiving medical leave confirmation email notice from AHR
 - AHR Business Partner (BP) approves in Workday
- Leaves without pay:
 - Initiated in Workday by department
 - AHR BP approves in Workday

LEAVE POLICIES

FMLA: FAMILY & MEDICAL LEAVE ACT

Federal leave entitlement providing eligible employees with up to **12 weeks of unpaid, job-protected leave** within a 12-month period

Eligibility:

- Benefits-eligible University employees working at the UW for at least 12 months
- University employees who have not previously exhausted FMLA-covered leave in the 12-month period

Qualifying events include:

- Personal serious health condition
- Caring for a family member with a serious health condition

FMLA PROCESS: ACADEMIC HR

- Completed FMLA leave request form is submitted directly to Academic HR: apleaves@uw.edu or fax 206-221-4622
 - More details on the form
- Academic HR Business Partner
 - Reviews leave to determine FMLA eligibility
 - Sends email to employee and department confirming FMLA leave dates
 - Approves absence request in Workday

Medical leave forms are found in the [Academic HR web section](#)

FMLA PROCESS: ACADEMIC PARTNER

Academic Partner (Hiring unit)

- Provides applicable leave form to the individual
- Submits absence request in Workday, per FMLA approval from Academic HR
- Enters all applicable corresponding time-off details in Workday, including
 - FMLA
 - Paid time off
- Returns worker from leave in Workday

PFML: PAID FAMILY & MEDICAL LEAVE

State leave entitlement providing benefits coverage and partial wage replacement for eligible employees.

- Administered by the Employment Security Department (ESD)
- Partial wages paid by the ESD
- Covers:
 - Up to 12 weeks of paid family or medical leave
 - Up to 16 weeks of leave when family and medical leave are used in combination (e.g., birth mother pregnancy and parental leave)
 - An additional 2 weeks of leave is available as a result of pregnancy complications

PFML: PAID FAMILY & MEDICAL LEAVE

Who is eligible to apply?

- Employees who have worked at least 820 hours in Washington state
- Have experienced a qualifying event

How to apply

- Employees apply directly to the [Employment Security Department](#) (ESD)
Employees must be on an authorized leave of absence to file PFML claim
- For more information, see [PFML info in the AHR web section](#) and paidleave.wa.gov

PFML PROCESS

What is the process?

- Academic HR receives state-approved PFML leave notice
- Academic HR enters approved PFML leave dates in Workday
- Academic HR emails notification to individual and department of approved PFML leave dates

Academic Partner (Hiring Unit)

- Academic Partner confirms use of any paid time off with employee.
- Academic Partner updates Workday to indicate PFML paid time off as a supplemental benefit (if applicable)

TIME OFF VS LEAVE

Most leaves do not provide paid time off

- Eligible employees may request paid time off for an approved leave, if applicable
- Authorized medical *leave* allows an individual to take time off; paid *time off* types allow pay while on leave
- Refer to the applicable CBA or Librarian Personnel Code for paid time off types that may be used

PAID TIME OFF

Pay types available while on leave

- Faculty
 - Eligible for **up to 90 days** of paid sick leave as prescribed by a healthcare provider (UW Faculty Code)
 - Cannot exceed 90 days for the same condition or same academic year
- Librarians
 - Accrued time off (Librarian Personnel Code)
- Union-represented academic personnel
 - Eligible for paid time off as prescribed by collective bargaining agreements (UAW Postdoctoral Scholars, RFPU Residents/Fellows, AFT extension lecturers)

LEAVE FOR BECOMING A PARENT

- FMLA covers up to 84 days (12 weeks) of maternity disability and/or parental leave
- PMFL covers up to
 - 12 weeks of maternity disability or parental leave
 - 16 weeks of maternity disability and parental leave (used in combination)
- Once paid sick leave is exhausted, employees may request unpaid leave

LEAVE FOR BECOMING A PARENT

Maternity disability

- Eligible for FMLA & PFML
- Eligible for paid time off

Parental leave

- Eligible for FMLA & PFML
- Eligibility for paid time off depends on employee group
- May be taken as leave without pay

LEAVE WITHOUT PAY: WHAT IS IT?

- UW faculty and librarians may apply for full or partial leave without pay for reasons including:
 - Medical leave (if no sick time off is available)
 - Outside professional work for compensation
 - Parental leave (non-medical)
 - Personal leave (non-medical)
- May be granted **up to 1 academic year at a time**
- Maximum of 2 consecutive academic years
 - Note: Any duration of leave without pay used within an academic year counts toward the 2 consecutive year limit.

LEAVE WITHOUT PAY PROCESSING

Academic Partner Role

- Ensure employee is eligible for leave without pay (LWOP)
- Upload the completed LWOP request form to MWD in Workday
- Submit absence requests in Workday
- Submit Leave FTE Change request in Workday
- Return worker from leave after employee returns

Academic HR Role

- Review documentation in MWD (Workday)
- Approve absence requests plus related leave FTE change requests in Workday

“VACATION” FOR 12-MONTH FACULTY

What is it?

- UW faculty with 12-month appointments are paid across 12 months for 11 months of work
- **Up to 30 days** of vacation (paid time off)
- Note: Faculty members **do not** accrue time off

How to Apply

- Managed at the local department level
- Vacation (paid time off) not tracked in Workday

SABBATICAL LEAVE

Available for some faculty and librarians

- Academic HR's sabbatical-specific training: **November 3, 2021**
- More information on the sabbatical process will be available then.

Register: <https://ap.washington.edu/ahr/resources/workshops/>

ACADEMIC PERSONNEL: NON-FACULTY

ACADEMIC PERSONNEL WITH COLLECTIVE BARGAINING AGREEMENTS

Postdoctoral Scholars

- UW Postdocs United UAW 4121
- Articles 25 OF UAW Collective Bargaining Agreement

Residents and Fellows

- Residents and Fellow Physicians Union-Northwest (formerly UWHA)
- Articles 10-16 of RFPU Collective Bargaining Agreement

Extension Lecturers

- AFT-UW English Language Faculty Local 6486
- Article 15 of AFT-UWELF Collective Bargaining Agreement

OTHER ACADEMIC PERSONNEL

Librarians

- [Librarian Personnel Code](#)

Non-ACGME Fellows and Residents

- [UW Policies on Non-ACGME Fellows/Residents](#)

POP QUIZ!

TRUE OR FALSE

POP QUIZ #1

FMLA is paid leave.

Please place your answer in the Chat

Answer: False

FMLA is unpaid leave. Employees may utilize eligible paid time-off balances to be paid while on FMLA. Employees may also apply for PFML state benefits.

POP QUIZ #2

Faculty automatically get 90 days of paid sick leave.

Please place your answer in the Chat

Answer: False

Faculty are eligible for up to 90 days of paid sick leave as prescribed by a healthcare provider.

Academic HR confirms approved paid sick leave.

Any other time-off would be unpaid even if FMLA approved.

POP QUIZ #3

Parental leave for faculty is unpaid leave.

Please place your answer in the Chat

Answer: True

Faculty paid sick leave may be used for a personal or family serious health conditions.

Parental leave for bonding is not eligible for faculty paid sick leave. Employees may be eligible for PFML state benefits.

POP QUIZ #4

Paid Family Medical Leave (PFML) is determined by the UW.

Please place your answer in the Chat

Answer: False

The PFML program is wholly administered by Washington State Employee Security Department (ESD).

Questions about eligibility and benefits should be directed to the ESD (<https://paidleave.wa.gov/>).

POP QUIZ #5

Employees may receive paid sick time off while on PFML.

Please place your answer in the Chat

Answer: True

Paid time off (including faculty paid sick leave) may be designated as a “supplemental benefit” in Workday, allowing individuals to receive their paid time off while also receiving PFML state benefits.

POP QUIZ #6

Faculty should only request leaves that are over 2 weeks

Please place your answer in the Chat

Answer: True

Faculty are not required to apply for leave if the time off is 2 weeks or less. Faculty should coordinate time off directly with their department for periods of less than 2 weeks.

POP QUIZ #7

Individuals should submit medical documents to their department.

Please place your answer in the Chat

Answer: False

Under no circumstances should departments hold on to or request any employee's medical documentation. If a faculty member mistakenly submits this information to you, forward it to apleaves@uw.edu and permanently destroy your copy.

Q&A

Q&A

The following were discussed during the training

Q: Do all of the leave types apply to BOTH tenured faculty and the new teaching professor type?

A: All faculty have the same leave plans.

Source: <https://ap.washington.edu/ahr/working/leaves/faculty-leaves/>

Q: What "vacation" is 9 month faculty eligible to take?

A: Faculty do not have vacation. If a faculty member has a 9 month service period, they are expected to use summer for time off.

Source: <https://ap.washington.edu/ahr/working/leaves/faculty-leaves/annual-leave-vacation/>

Q: When a faculty member applies for a leave where they can use Paid Sick Time off, what is the best way to notify your team if they have already used a sick day or two this academic year (so they wouldn't have the 90 days available)? Or is that not a factor?

A: Sick leave is only used while on approved leave. This tracking would be done by the department through workday however a day or two would only be applicable for intermittent leave.

Source: https://isc.uw.edu/user-guides/loa_sick_injured_becoming_parent_ap/

Q&A

The following were discussed during the training

Q: If there is any change to an approved FMLA and maternal disability, does the faculty member need to submit a new FMLA request?

A: Most changes to an already approved FMLA and/or sick leave request (regardless of condition) require additional approval from a healthcare provider. This must include the new dates as well as any changes to the condition or new medical information. Additional sick leave may not be approved if this information is not included. The exception to this would be the due date of the birth of a child. If the actual date of birth is within a week of the actual due date, no additional documentation is required. The birth parent will just need to reach out to apleaves@uw.edu to update AHR on the date.

Source: <https://ap.washington.edu/ahr/working/leaves/> (refer to leave type for details)

Q: Can someone take partial unpaid leave or does it have to be at 100%?

A: Unpaid leave can be partial or full-time depending on the reason and academic appointment.

Sources: <https://ap.washington.edu/ahr/working/leaves/faculty-leaves/leave-without-pay/>
<https://ap.washington.edu/ahr/working/leaves/other-academic-personnel-leaves/>

Q&A

The following were discussed during the training

Q: Do you think the faculty will ever be eligible for paid paternity leave? Does that need to be approved by the state or faculty senate? I've had faculty ask and just provide current policies.

A: Paid parental leave is not a WA state or University of WA faculty benefit. Faculty may consult with the faculty senate.

Source: <https://ap.washington.edu/ahr/working/leaves/leaves-for-becoming-a-parent/>

Q: What is the average turnaround time for responses to Faculty requesting leave?

A: AHR has a goal of 5 business days, however it can be longer during times of increased leave volume. If a request has been longer than 5 business days, the faculty member will need to confirm that the leave has been sent from the healthcare provider before reaching out to AHR. Our system does not provide the ability to send confirmations when leaves have been received, however all leaves sent by fax or email do receive an automated confirmation. Meanwhile, units should allow for leave if there is a reasonable expectation that it leave be approved.

Q&A

The following were discussed during the training

Topic: Faculty are only required to request leave when leave is greater than 2 weeks

Q: The policy states that faculty are not required to apply for leave, but what if they want to?

A: Faculty who wish to apply for PFML/FMLA/Paid sick leave for time periods of under two weeks will have their leave processed by AHR. Leave without pay is not eligible for time periods of less than 2 consecutive weeks.

Source: <https://ap.washington.edu/ahr/working/leaves/faculty-leaves/leave-without-pay/>

Q: If they have 3 days of consecutive treatment, the policy on your site says [to apply for leave].

A: We have been unable to find an OAP policy that requires this. To note, FMLA law allows an employee to apply for leave if their condition is at least 3 consecutive days if they wish. This is different than OAP requirements, which is more flexible and of an less administrative burden.

Sources: https://ap.washington.edu/wp-content/uploads/FMLA-and-PFML-Info-Summary_2021.pdf
<https://ap.washington.edu/ahr/working/leaves/faculty-leaves/>

Q&A

The following were discussed during the training

Topic: Faculty are only required to request leave when leave is greater than 2 weeks

- Q: Why discourage faculty from applying for FMLA when they can for 3 days of treatment. That is wrong to say no?
- A: The policy is in place to reduce the administrative burden on faculty, the department, and central administration. There are many reasons that faculty may need to take time off from 3 days-2 weeks that should not require the formal application of FMLA or LWO. If faculty wish to apply, they certainly may do so, however departments cannot require this.
- Q: How does this policy impact pay -- is the department paying the faculty for leaves less than 2 weeks or are they 'unpaid'?
- A: The faculty member would maintain paid status. This should be treated as any other informal time off and is managed at the departmental level (not tracked in Workday). Faculty do not accrue leave and are considered FLSA/overtime exempt. This allows flexibility for informal time offs as faculty are not required to account for their time in the same manner as hourly or employees who are not FLSA/overtime exempt. Informal time off does not impact pay/FTE.

Q&A

The following were discussed during the training

Topic: Faculty are only required to request leave when leave is greater than 2 weeks

Q: Can this policy be added to the website?

A: Yes, this information will be added to the Leaves FAQ.

Source: <https://ap.washington.edu/ahr/working/leaves/frequently-asked-questions/>

Q: Even if the OAP policy does not require leave requests of under two weeks, can a department require that faculty apply for leave if they want to take time off?

A: No, units may make internal policies and procedures so long as they do not negate or in any way conflict with an OAP policy or procedure. A policy requiring a faculty member to apply for a formal leave for a time period of less than 2 weeks is not permissible.

Q: How should faculty notify departments if they are taking time off of less than 2 weeks?

A: Faculty would notify departments in when they need to call out. In general, faculty should always communicate with their department about anticipated time off needs/requests, regardless of duration

RESOURCES

RESOURCES

Academic HR Leaves

- <https://ap.washington.edu/ahr/working/leaves/>
- Contact: apleaves@uw.edu

Labor Relations/CBAs

- <https://hr.uw.edu/labor/>
- Contact: laborrel@uw.edu

ISC Benefits

- <https://isc.uw.edu/>
- Contact: ischelp@uw.edu

Washington State PFML

- <https://paidleave.wa.gov/>