

LEAVES: ACADEMIC PERSONNEL

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LEAVES OVERVIEW: TODAY'S TRAINING

- Academic HR and Leaves
- Leave Policies including:
 - FMLA, PFML, Becoming a Parent, Paid Sick Leave, and Leave without pay
- Resources
- Q&A

ACADEMIC HR AND LEAVES

ROLE OF THE AHR BUSINESS PARTNER

- Review medical leave request forms, confirm FMLA eligibility, advise academic personnel and units regarding medical leave policies.
- Approve leave-related business processes in Workday including FMLA, PFML, leave without pay, sabbatical
- Retain and protect confidential medical leave documents

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 for academic personnel:
 - 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

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

Medical leave request forms are found on the [Academic HR site](#), Time Off/Leave section.

FMLA PROCESS: ACADEMIC PARTNER (UNIT)

Academic Partner (Hiring unit)

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

PFML: PAID FAMILY & MEDICAL LEAVE

Washington state leave entitlement providing partial wage replacement and coverage maintenance 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 medical and family 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 and 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?

- The employee applies for PFML directly from the state Employment Security Department (ESD)
- ESD sends copies of the approval/denial notices to the UW
- Academic HR sends email notice to employee and their department to notify of PFML dates entered in Workday
- The hiring unit's Academic Partner updates Workday to reflect PFML supplemental time off details (if applicable)

TIME OFF VS LEAVE

- Eligible employees may request paid time off for an approved leave when applicable and allowed by the CBA
- 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 code for paid time off types that may be used

PAID SICK LEAVE

Faculty paid sick leave

- Per Faculty Code 51-1, faculty are eligible for **up to 90 days** of paid sick leave as prescribed by a healthcare provider
- Paid sick leave cannot exceed 90 days for the same condition or same academic year

Union-represented academic personnel

- Eligible for paid time off as prescribed by collective bargaining agreements (UAW Postdoctoral Scholars, RFPU Residents/Fellows, AFT extension lecturers)

Clinical Researchers & Non-ACGME Fellows (non-faculty)

- Refer to leave policy details for these titles on the AHR site
- Ineligible for faculty paid sick leave (90 days)

LEAVE FOR BECOMING A PARENT

- FMLA covers up to 84 days (12 weeks) of maternity disability and/or parental leave
- PFML covers up to
 - 12 weeks of maternity disability or parental leave
 - 16 weeks of maternity disability and parental leave (used in combination)
- Once paid time off 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

- UW faculty may apply for full or partial leave without pay for reasons including:
 - Medical leave (if no paid sick leave is available)
 - Outside professional work for compensation
 - Personal leave for non-medical reasons including parental leave
- 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) is not tracked in Workday

SABBATICAL LEAVE

Faculty and librarians at the University of Washington may be considered for sabbatical leave (aka paid professional leave). Refer to the Academic HR site for details:

- Sabbatical leave details related to eligibility, salary support and application process
 - Available on the Academic HR site: Sabbatical Leave
<https://ap.washington.edu/ahr/policies/sabbaticals/>
- Archived training materials for the 10/27/22 presentation.
 - Available on the Academic HR site: Training & Administrators Forum Archive
<https://ap.washington.edu/ahr/resources/training-archive/>

ACADEMIC PERSONNEL WITH COLLECTIVE BARGAINING AGREEMENTS

Postdoctoral Scholars

- UW Postdocs United UAW 4121
- Article 24 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

Librarians are currently participating in the collective bargaining process.

OTHER ACADEMIC PERSONNEL

Librarians

- [Librarian Personnel Code](#)
- Librarians are currently participating in the collective bargaining process

Non-ACGME Fellows and Residents

- [Leaves for Non-ACGME Fellows/Residents](#)

Clinical Researchers

- [Leaves for Clinical Researchers](#)

POP QUIZ!

TRUE OR FALSE

POP QUIZ #1

FMLA is paid leave.

Please enter 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

Individuals should submit medical documents to their department.

Please place your answer in the Chat

Answer: False

Under no circumstances should departments request or keep 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.

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/>

Q&A

Q: Does the 90 days of paid sick leave reset after 12 months/1 year?

A: The faculty paid sick leave balance of 90 days refreshes on 7/1 of each academic year.

Q: Is a 9-month faculty member allowed to receive PFML benefits in the summer as long as they are on summer hiatus? Or does approved leave status refer to a leave while in a paid status?

A: Faculty may claim PFML state benefits while on UW-approved leave that is recorded in Workday including FMLA, paid sick leave, leave without pay and summer hiatus.

Q: Would you please explain how intermittent leave works for faculty FMLA-approved leave, how it is approved, and the role of Academic Personnel and Academic Partner?

A: Our office confirms FMLA time off details as prescribed by the healthcare provider in the FMLA Leave Notice sent from our office to the employee and their department. The department's academic partner submits the absence request with date range and appropriate leave type in Workday (the related ISC guide is here:

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

For intermittent leave, the appropriate leave type is LOA-Intermittent Leave (FMLA approved). Once the absence request for intermittent time off is routed for approval in Workday, the faculty member reports FMLA time off taken to their department administrator. The department's academic partner records FMLA and Sick Time Off details in Workday. Contact ISChelp@uw.edu with questions about Workday.

Q: The LWOP form is meant for non-medical leave. Is there another form that we should be turning in.

A: Faculty may use the LWOP (leave without pay) form to request extended medical leave after FMLA and/or paid sick leave is exhausted. See the leave without pay details on the Academic HR site: <https://ap.washington.edu/ahr/working/leaves/faculty-leaves/leave-without-pay/>

Q: Are there any restrictions for a faculty member going on leave if we are sponsoring their visa?

A: YES. Generally, employees on a UW-sponsored visa may be eligible for legally protected leaves, such as FMLA. However, there are limitations on leaves that are not protected. Please review the AHR/Visa site for more information: <https://ap.washington.edu/ahr/visas/>

Q: Is there a minimum number of days for an FMLA request?

A: The FMLA does not require a minimum number of days. FMLA medical leaves are processed for the employee's serious health condition or to care for a family member with a serious health condition as certified by a healthcare provider. FMLA information may be reviewed here:

<https://ap.washington.edu/ahr/working/leaves/federal-state-leave-policies/family-and-medical-leave-act-fmla/>

Q: We've had issues with FMLA receiving approval and as it gets closer to the event, the timing changes. What is the best practice for when the department should start entering in the requests in Workday?

A: Enter it as soon as possible after you get the FMLA approval notice from our office.

Q: Also, is there a guide anywhere online showing how to do the tracking including PFML?

A: Please contact ISChelp@uw.edu with questions about Workday time off tracking. The related ISC user guide is here; see the Academic Partner section and the Appendix with faculty sick leave example: https://isc.uw.edu/user-guides/loa_sick_injured_becoming_parent_ap/ Contact the ISC with questions.

Q: So for a faculty member giving birth, it is best to have them fill out the FMLA form to cover the medical leave and also fill out the LWOP form to cover the remaining time after the 6-8 weeks for medical leave.

A: Yes; leave without pay information for faculty, including the form, is here:

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

Q: For academic personnel, when we enter the FMLA approved sick leave dates on weekdays, what entry needed for FMLA tracking on weekend days?

A: Here also, see the ISC user guide; FMLA is tracked in consecutive calendar days, including weekend days.

Q: Please contact ISChelp@uw.edu with questions about Workday time off tracking. The related ISC user guide is here; see the Academic Partner section and the Appendix with faculty sick leave example: https://isc.uw.edu/user-guides/loa_sick_injured_becoming_parent_ap/

Q: Many of us seem to have questions about how to enter Academic leave into WD. Would there be an interest in having someone from the ISC do a training? to walk us through this?

A: Please contact ISChelp@uw.edu about training resources and questions related to Workday entries. Also, see the Admins Corner on the ISC site: <https://isc.uw.edu/>

Q: Who at the ISC would you recommend we reach out to and could you help facilitate the scheduling of the training?

A: Contact ISChelp@uw.edu.

Q: Should we expect any changes with the UWFT with leaves?

A: Yes, we anticipate impacts from the 07/01 implementation of FT, but we don't have all the details yet. Please refer to the UW Finance Transformation (FT) site for details:

<https://finance.uw.edu/uwft/>