LEAVES OVERVIEW – TODAY’S TRAINING

• CBA Covered Academic Personnel (New!)

• Sabbatical leave for faculty

• Family and medical leaves
  ◦ FMLA
  ◦ PFML (New!)

• Leave without pay for faculty and librarians

• Vacation for 12-month faculty
CBA COVERED ACADEMIC PERSONNEL
## POSTDOCTORAL SCHOLARS

- **Article 24 of UAW Postdoctoral Scholar Collective Bargaining Agreement**

<table>
<thead>
<tr>
<th></th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vacation</strong></td>
<td>• 21 paid days - preloaded start of appointment</td>
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<td>• Unused time off will expire end of appointment</td>
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<td><strong>Sick</strong></td>
<td>• 1 paid day each month – preloaded start of appointment</td>
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<td>• Up to 12 days unused sick carryover to next appointment</td>
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<tr>
<td><strong>Bereavement</strong></td>
<td>• 3 paid days of bereavement</td>
</tr>
<tr>
<td><strong>Personal Holiday</strong></td>
<td>• 1 paid day per calendar year</td>
</tr>
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OTHER CBA COVERED ACADEMIC PERSONNEL

Residents and Fellows
- UW Housestaff Association
- Articles 10-16 of UWHA Collective Bargaining Agreement
- Currently in contract negotiations

Extension Lecturers
- AFT-UW English Language Faculty Local 6486
- Article 15 of AFT-UWELF Collective Bargaining Agreement
SABBATICAL LEAVE
SABBATICAL LEAVE

Sabbatical Goals

◦ Increase faculty scholarship and professional development
◦ Enhance faculty service to the UW

Who is eligible?

◦ Faculty members in their seventh year of UW service
◦ Or in the seventh year after returning from a previous sabbatical
◦ Note: Assistant professors are not eligible for sabbatical leave until they have been reviewed and approved for tenure/promotion
SABBATICAL LEAVE

How to apply

◦ Faculty member submits application form, letter, and CV (and any other unit-required materials) to the department for internal routing.
◦ School, college, campus sends completed PDF applications and spreadsheets to APLeaves@uw.edu. *Deadline: January 3, 2020.*
◦ Units will be notified by Academic HR about when to initiate the Workday business process
◦ Note: There will be no mass uploads.
SABBATICAL LEAVE

Leaves follow normal academic quarters for 9-month and 12-month appointments.

UW salary support:

- **1 quarter**: 100% of the tenure-backed salary
- **2 quarters**: 75% of the tenure-backed salary
- **Full academic year**: 67% of the tenure-backed salary (i.e., 3 quarters for a 9-month service period, 4 quarters for a 12-month service period)
SABBATICAL LEAVE

2020-2021 statutory limit: $19,771
  ◦ Monthly rate UW can pay for tenured salary portion

A/B arrangements
  ◦ UW payment based on tenure backed “A” job portion

Eligible outside grant funds may be used to increase the faculty member’s leave remuneration to reach the full salary.
  ◦ These changes must be applied manually in Workday
  ◦ Process: Change Job-Data Change
FMLA FOR FAMILY & MEDICAL LEAVE

What is it?

◦ Federal law
◦ Provides job protection and benefits coverage to eligible employees
◦ Covers employees for up to 12 weeks of unpaid, job-protected leave during applicable 12-month period
◦ Qualifying events:
  ◦ Personal serious health condition
  ◦ Caring for a family member with a serious health condition
  ◦ Maternity-related disability and parental leave
FMLA FOR FAMILY & MEDICAL LEAVE

Who is eligible?
◦ University employee for at least 12 months in a benefits eligible capacity
◦ Have not previously exhausted FMLA-covered leave for the applicable 12-month period

How to apply
◦ Forms: OAP FMLA web page or For Academic Personnel landing page
◦ Returned directly to Academic HR, units should not receive medical information
FAMILY & MEDICAL LEAVE

Pay Types available while on leave

- Faculty
  - Eligible for up to 90 days of paid sick leave (UW Faculty Code)
  - Sick leave is approved based on the healthcare provider’s direction
  - Cannot exceed 90 days in relation to the condition or academic year
- Librarians
  - Accrued time off (Librarian Personnel Code)
- Union-represented academic personnel
  - Eligible for paid time off as prescribed by their collective bargaining agreement
PAID FAMILY & MEDICAL LEAVE
PAID FAMILY & MEDICAL LEAVE (PFML)

What is it?

◦ Mandatory statewide insurance program
◦ Administered by the Employment Security Department (ESD)
◦ Provides paid family and medical leave to eligible employees
◦ Maximum weekly benefit is $1,000
◦ Up to 12 weeks family/medical leave
◦ 16 weeks for combined pregnancy and parental leave
◦ 2 weeks of additional leave for pregnancy complications
PAID FAMILY & MEDICAL LEAVE (PFML)

Who is eligible to apply?
- Employees who have worked at least 820 hours in Washington State
- Have experienced a qualifying event (See ESD website for details)

How to apply
- Starting January 1, 2020, apply directly with ESD at paidleave.wa.gov
- Follow standard time off request protocol
  - Employees must be on an authorized leave of absence to file a PFML claim
- For more information, see the PFML info on the OAP website and Washington state’s PFML site
VACATION
“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
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
  ◦ Outside professional work for compensation
  ◦ Parental leave (non-medical)
  ◦ Personal leave (non-medical)

◦ May be granted for up to 1 academic year at a time
◦ Maximum of 2 consecutive years
LEAVE WITHOUT PAY

• How to apply
  ◦ Faculty members and librarians
    ◦ Follow department’s protocol for requesting time off
  ◦ Union-represented employees including postdoctoral scholars, residents/fellows, and extension lecturers
    ◦ Follow collective bargaining agreement guidelines
Q & A

• **When does the personal holiday expire for postdoctoral scholars?**
  
The personal holiday expires on 12/31 following the same timeline as for other UW employees.

• **Can postdoctoral scholars cash out unused vacation or sick time?**
  
  No, they are not able to cash out this unused time.

• **How long after pregnancy can someone apply for PFML for maternity-related disability?**
  
  They have 12 months to apply.
Q & A

- Are there other leave types academic personnel employees might be eligible for in conjunction with PFML?
  
  Yes, there are other leaves can be used in conjunction with PFML. OAP will be posting more information about this in the near future.

- For PFML when it says “authorized leave,” that means authorized by whom?
  
  An academic personnel employee would need to be on UW authorized leave to apply for PFML.

- Can someone apply for PFML and FMLA concurrently?
  
  Yes, they can! FMLA is federal and PFML is state. They can be used concurrently but it is not necessary.

- Is it true that by combining PFML and UW leave benefits that someone could be paid more than their regular pay?
  
  Yes, there is a potential for that.
RESOURCES

Academic HR Leaves
  ◦ https://ap.washington.edu/ahr/policies/leaves/
  ◦ apleaves@uw.edu

Labor Relations/Collective Bargaining Agreements
  ◦ https://hr.uw.edu/labor/
  ◦ laborrel@uw.edu

ISC Benefits
  ◦ https://isc.uw.edu/your-benefits/
  ◦ ischelp@uw.edu

Washington State PFML
  ◦ https://paidleave.wa.gov/