

LEAVES: ACADEMIC PERSONNEL

OCTOBER 21, 2020



UNIVERSITY *of* WASHINGTON

OFFICE OF ACADEMIC PERSONNEL

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LEAVES OVERVIEW: TODAY'S TRAINING

- CBA-covered academic personnel
- Family and medical leaves
 - FMLA
 - PFML
 - **FFCRA COVID-19 (through 12/31/20)**
- Leave without pay for faculty and librarians
- Vacation (annual leave) for 12-month faculty
- Note: Separate training for sabbatical leaves on Nov. 12

FAMILY AND MEDICAL LEAVE

FMLA FOR FAMILY AND 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 AND MEDICAL LEAVE

Who is eligible?

- Benefits-eligible University employees working for at least 12 months at UW
- 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 (apleaves@uw.edu), units should not receive medical information

PAY FOR FAMILY AND 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 collective bargaining agreement

PAID FAMILY AND MEDICAL LEAVE

PAID FAMILY AND 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 and/or medical leave**
- **16 weeks for combined pregnancy and parental leave**
- 2 weeks of additional leave for pregnancy complications

PAID FAMILY AND MEDICAL LEAVE (PFML)

Who is eligible to apply?

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

How to apply

- Apply directly with Employment Securities (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 [PFML info on the OAP website](#) and paidleave.wa.gov

ANNUAL LEAVE

“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 **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 CBA guidelines

**FFCRA LEAVE PROVISIONS
FOR ACADEMIC
PERSONNEL**

OVERVIEW

- Enacted by the Department of Labor, Wage & Hour Division
- Two options for eligible employees unable to work due to COVID-19 qualifying reasons:
 - Emergency Paid Sick Leave for **up to 2 weeks**
 - Expanded FMLA for **up to 10 weeks**
- Set to expire December 31, 2020

PAID CAREGIVER LEAVE: FACULTY

If unable to work for child care reasons related to COVID-19 school closure:

Option 1

FFCRA: Leave for **up to 12 weeks** at **2/3 pay**

Option 2

Faculty sick leave: **Leave for up to 2 weeks** (first 2 weeks only) at **full pay** deducted from faculty sick leave balance

EFMLA: Additional leave **up to 10 weeks** at **2/3 pay**

PAID CAREGIVER LEAVE: OTHER ACADEMIC PERSONNEL

Academic personnel in leave-bearing positions unable to work for child care reasons related to COVID-19 school closure:

Option 1

FFCRA: Leave for **up to 12 weeks** at **2/3 pay**

Option 2

Vacation and/or sick leave: Leave for **up to 2 weeks** at **full pay** deducted from vacation and/or sick time off balances

Additional leave up to **10 weeks** at **2/3 pay**

Option 3

Shared leave: Eligible employees may request

UNITS MUST ALLOW LEAVE

- Eligible employees must be able to access all federal and state leaves as required by law, FMLA, EPSL and EFML.
- Employees are not responsible for finding coverage for missed work
- Units may not penalize employees for taking job-protected leave

**CBA-COVERED
ACADEMIC PERSONNEL**

CBA-COVERED ACADEMIC PERSONNEL

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

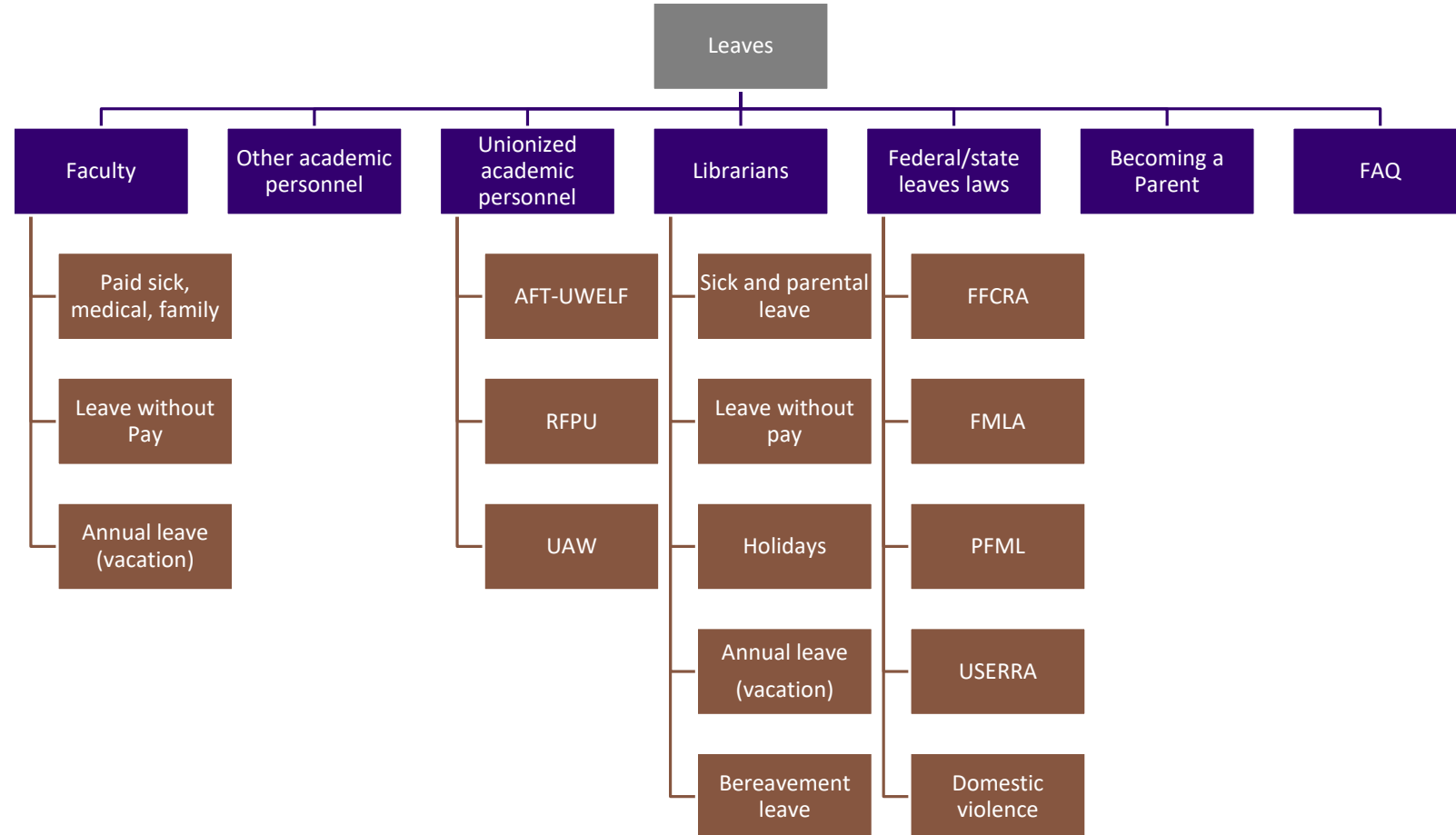
- AFT-UW English Language Faculty Local 6486
- Article 15 of AFT-UWELF Collective Bargaining Agreement

**PREVIEW OF NEW
ACADEMIC PERSONNEL
LEAVES WEB CONTENT**

STRATEGY

- Audience
 - Academic personnel including faculty, librarians, staff covered by CBA's
- Goals
 - Ensure all audiences are accounted for
 - Develop logical section map and page structures
 - Improve content readability scores
 - Create term continuity
 - Answer frequently asked questions
 - Structure page content in user-centered way

SECTION MAP



PREVIEW ON STG.AP.WASHINGTON.EDU

Time Off/Leaves

Notifying Your Supervisor or Manager

As a condition of taking leave, you are required to give your supervisor or manager (e.g. department chair/school director/campus dean) advance notice as soon as practicable. If you cannot provide advance notice because of an emergency or unforeseen circumstances, your designee must give notice to the employer no later than the end of the first day that you take leave. In the event of a medical leave, while you are required to give notice to your manager, you are not required to disclose the nature of your condition or any medical facts related to your condition.

Confidentiality of Information

The University will treat information you provide confidentially. Information will only be disclosed if you request or consent to it, as ordered by the court or administrative agency, or as otherwise required by federal or state law.

Documenting Leave

Most leave balances are recorded in [Workday](#). Contact the [Integrated Service Center \(ISC\)](#) or your local unit contact for information about entering leaves and viewing leaves records.

Maintaining Benefits While on Leave

To avoid interruption of benefits, academic personnel on leave can arrange to self-pay their insurance premiums if needed or required. For questions about benefits related to leaves, including adding dependents, or extending benefits while on leave, contact the ISC at ischelp@uw.edu.

For Academic Personnel	↑
Promotion/Tenure Clock Extensions Due to COVID-19 – Faculty	
Promotion Clock Extensions Due to COVID-19 – Librarians	
Getting Settled	
Academic Responsibilities	
Safety in the Workplace	
Time Off/Leaves	
- Faculty Leaves	
- Leaves for Academic Personnel Represented by CBAs	
- Other Academic Personnel Leaves	
- Librarian Leaves	
- Federal/State Leave Policies	
- Leaves for Becoming a Parent	
- Leaves FAQ	
Leaving the UW	

Q&A

Are those on PFML eligible for unemployment benefits as well?

ESD determines eligibility for both PFML and unemployment. It's not likely they'd approve both at the same time. Note that being on voluntary leave from the UW is not the same as being unemployed.

Are faculty eligible to "stack" paid sick leave and PFML benefits?

Yes, PFML is a supplemental benefit. You can read more about what this means on the OAP [PFML web page](#).

Is FFCRA emergency paid sick leave capped at \$200 per day?

Yes, this is true. This benefit is capped at \$200 per day and \$2,000 in the aggregate (over a 2-week period). That is except for FFCRA leaves related to self (quarantine or symptoms), which is capped at \$511 per day.

You can find more information on the OAP [FFCRA web page](#).

Is the maximum cap of two consecutive years for faculty leave without pay for life?

The OAP web page states that leaves may be granted for up to one academic year at a time for a maximum of 2 consecutive years. If a faculty member takes 2 consecutive academic years of leave without pay, the faculty member is not eligible for another leave without pay until a full academic year without leave is completed.

Are there recommended best practices for managing vacation time off at the department level?

Refer to the [Faculty Annual Leave \(Vacation\) web page](#) and consult with your dean's office about best practices.

Can you advise on best practice for a faculty person that needs to take short-term leave, perhaps 2 weeks. Should they apply for FMLA? At what point should they apply?

Employees may apply for FMLA at any point. Generally, FMLA leave duration is 2 weeks or longer.

Can you address AHR's role in Workday when the leave is approved? And then the department's responsibilities?

After Academic HR approves a leave in Workday (medical or leave without pay), the department enters time-off details. For medical leaves, time-off details are entered as applicable (i.e. FMLA and sick time-off). For leaves without pay, unpaid time-off details are entered. Or a leave FTE change is submitted for partial leaves without pay.

Could you please address a leave that crosses academic years? I.e. complicated pregnancy and then maternity leave?

Per the OAP leaves content on [paid sick leave for faculty](#): “Paid sick leave may not exceed 90 days during the period July 1 to June 30. If a leave begins prior to July 1 and crosses over into another academic year, the paid sick leave shall not exceed 90 days with respect to the illness or disability for which such leave was granted.”

RESOURCES

Academic HR Leaves

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

Labor Relations/CBAs

- <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/>