

DEPARTMENT OF IMMUNOLOGY

Employee Leave Policies

This section describes vacation and sick leave usage for classified and professional staff, long term leaves for faculty and staff, the federal Family Medical Leave Act and the vacation/sick leave card maintenance.

Sick Leave

Classified and professional staff members accrue sick leave at a flat rate of eight (8) hours per calendar month. Employees who work less than full time accrue at the same rate as their appointment (e.g., if an employee works 50% time, the accrual rate for sick leave is four (4) hours per month). Employees cannot use sick leave accrued during the month until the following month. If an employee exceeds their sick leave balance, the fiscal staff will record those days as "leave without pay" and alter ETR's for the appropriate period.

When an employee is ill, he or she calls their supervisor and reports the condition; this is repeated *each* day an employee remains ill and unable to work unless previously arranged. When a departmental office member is ill, he/she contacts the Administrator. (Please see the Attendance Policy). Employees can use sick leave for doctor and dental appointments.

All sick leave must be noted on the "Report of Leave Taken" with both employee and supervisor signatures.

Vacation Leave

Classified and professional staff member's vacation accrual rates differ; please check your Employee Self Service through MYUW for your rate of accrual. Employees who work less than full time accrue at the same rate as their appointment. Employees cannot use vacation leave accrued during the month until the following month. If an employee exceeds their vacation leave balance, the fiscal staff will record those days as "leave without pay" and alter ETR's for the appropriate period. Newly hired classified staff cannot use their vacation time until their six-month probationary period ends.

All Vacation Leave must be requested in advance on the Report of Leave Taken with both employee and supervisor signatures.

Personal Holiday

Each classified and professional staff employee who works four or more continuous months per year receives on floating "personal holiday". The employee must use this personal holiday by December 31 of the calendar year or lose the day. This holiday does not carry forward. The fiscal staff monitors which employees are eligible and notes on the 220 form when eligible employees take their personal holiday. **Personal Holidays must be requested in advance.**

Vacation/Sick Leave Maintenance

All classified and professional staff will fill out weekly/monthly calendars depending on their classification. **The completed calendars must be signed by both the employee and supervisor and turned into department fiscal staff monthly.** Fiscal staff will transfer the information from the weekly/monthly calendars and reports of leave taken to the Online Work/Leave System (OWLS). After entry into OWLS, you will receive emails indicating your leave balances. You can also view these balances through MYUW Employee Self Service.

Weekly/monthly calendars and reports of leave taken will be filed in the employee's personnel file.

Any employee who has accumulated more than 480 hours of sick leave is eligible to cash out some sick leave at the end of each calendar year. Fiscal staff will contact those individuals who have sick leave in excess for 480 hours to give them the opportunity to choose this option.

Long Term Leave

Long term leave requires interaction between the employee's supervisor, the department administrator, and depending on the employee, School of Medicine or Area Human Resources. Direct contact with the appropriate offices will provide appropriate guidelines for each case.

Family Medical Leave Act

The Family Medical Leave Act guarantees an eligible employee twelve weeks (480 hours) leave from work per calendar year for earth personal medical, family medical, or parental (bonding) leave. In many aspects the FMLA matches existing state and University regulations. For further information on FMLA, consult this URL: <http://www.washington.edu/admin/hr/pol.proc/fmla/>.

When an employee requests an extended leave, the supervisor with assistance from the Departmental Administrator/Fiscal Specialist Supervisor and applicable office will 1) establish whether the leave falls into one of the FMLA categories, verify whether the employee is eligible for FMLA, 3) notify the employee of their (in)eligibility, and 4) record the amount of FMLA used.

The Fiscal Specialist Supervisor will monitor how much FMLA the employee use each calendar year up to the maximum amount of twelve weeks (480 hours). For each pay period during the employee's leave, record how many FMLA hours the employee used and whether these hours were vacation, sick leave, comp time, personal holiday or leave without pay.