

LEAVE OF ABSENCE

FMLA FOR STAFF & FACULTY ONLY (DOES NOT APPLY TO MED CENTERS)

BEGIN

I need to take time away from work for a medical reason



The employee needs time away from work for a reason that may be covered by FMLA (Family and Medical Leave Act)

Reasons include :

- Sick/Injured Leave of Absence
- Becoming a Parent Leave of Absence

“Am I taking a Leave of Absence or Time Off?”
To learn the difference select here.

Inside of Workday
Outside of Workday

Step 1. Request LOA

Use the Enter Absence to request the date range for the leave. Use one of the following:

- LOA- General Request-Sick/Injured/Family Member Care Leave
- LOA- General Request-Becoming a Parent



Academic Personnel?

User Guide Select Here

Staff?

User Guide Select Here

Employee, HR Partner, or Academic Partner

Step 2. Complete Form(s)

Complete the appropriate healthcare form(s) and submit to UWHR or Academic HR.



Academic Personnel?

Select here

Staff?

Select here

Applying for PFML?

Select here

Employee

Step 3. Review Form(s)

UWHR or Academic HR will review the submitted form(s) and follow-up if/when necessary.

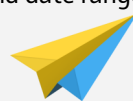


UWHR or Academic HR

APPROVED

Step 4. Email Confirmation

The employee's supervisor, HR Partner, and/or Dean's office will receive an email from UWHR or Academic HR with the approved leave type and date range.



UWHR or Academic HR

Step 5. Approve

Absence Office Partner will change the leave type to "FMLA Approved" which will reflect on the employee's absence calendar in Workday.



Absence Office Partner

Step 6. Enter Time Off

Enter time off for the leave period, this determines pay:

- Do not enter time for days the employee would not typically work (i.e. Sat & Sun for Mon-Fri workers). **Exception:** Faculty must include Sat & Sun when FMLA is not intermittent.
- If leave is intermittent, include the reason in the dropdown menu that states "FMLA" on each time off block taken (e.g. Vacation, Unpaid, Sick Time Off, etc.).

User Guide Select Here

Employee or Time & Absence Initiate

Step 7. Return from leave

In Workday, make sure to return the employee from leave on the day they return.

Exception: If the leave's estimated and actual end date differ, determine if the leave has ended, or if additional medical documentation is required. For additional questions, please contact UWHR.

HR Partner or Academic Partner

