

# TAKING LEAVE (STAFF) – PERSONAL HEALTH CONDITION

Are you a UW staff employee who needs to take time away from work for a personal health condition? If so, read on...

## FAQ - Ten common leave questions for a personal health condition

### 1. HOW DO I APPLY FOR A LEAVE OF ABSENCE (LOA)?

To apply for a medical leave of absence, you will need to submit a Healthcare Provider Certification (HCP) form (found on UWHR's [Requesting FMLA Leave](#) page) to HR Leaves. HR Leaves will need that information to communicate with you and your department regarding your leave needs as explained by your healthcare provider, and they will use it to evaluate for FMLA. Family and Medical Leave Act (FMLA) is a federal law that provides job protection and benefit continuation when you take time off or a leave of absence for a serious health condition (either yours or a family member's). If your leave does not qualify for FMLA, your leave may be evaluated under UW's Disability policy.

### 2. HOW LONG CAN I BE ON LEAVE?

If you qualify for Family and Medical Leave Act (FMLA), you have up to 12 weeks of FMLA entitlement annually.\* A rolling backward 12-month period is used to determine your FMLA balance. If you are not eligible for or have already used your FMLA balance, Disability Leave can be approved for approximately 9 months. More information on Disability Leave can be found on UWHR's [Disability Leave](#) page.

*\* If you are FMLA eligible and will need to be on leave for longer than your FMLA entitlement, disability leave may be used. It begins the same day FMLA begins, but will continue beyond your FMLA timeframe.*

### 3. HOW DO I GET PAID WHILE ON LEAVE?

Your employment program (professional staff, classified non-union, etc.) or collective bargaining agreement determines your paid-time-off options. Note that FMLA itself is NOT a form of paid leave. Following are ways to receive pay while on a leave of absence:

<b>Paid Time Off*</b>	Vacation, Sick, Personal Holiday, Holiday Credit, Discretionary <span style="float: right;">*Paid time off must be entered into Workday!</span>
<b>Shared Leave</b>	This program allows time-off-accruing employees to donate their accrued time off to another Washington state employee in need. Visit UWHR's <a href="#">Shared Leave Program</a> page for more information.
<b>Paid Family Medical Leave*</b> <i>*If working in a state other than Washington, contact <a href="mailto:HRLeaves@uw.edu">HRLeaves@uw.edu</a>.</i>	Filing a PFML claim is a separate process from applying for a Leave of Absence from the UW. When filing a PFML claim, you must also request a Leave of Absence with the UW or already be on an approved leave.

### 4. WHAT ARE MY RESPONSIBILITIES WHILE ON LEAVE?

While on leave, you are responsible for entering time off (paid or unpaid) in Workday (or coordinate with your HR Partner to do so on your behalf). Refer to the Employee Workday Help [Leave of Absence](#) page and the [Enter Absence \(Time Off\) User Guide](#). Additionally, be sure to keep HR Leaves and your department informed of any changes to your leave.

# TAKING LEAVE (STAFF) – PERSONAL HEALTH CONDITION (CONTINUED)

## 5. CAN I BE ON MULTIPLE LEAVES OF ABSENCE?

Yes, you can. For example, you can take an intermittent leave for a personal health condition and have intermittent leave to care for a family member as well. HR Leaves will need medical certification for each type of leave.

## 6. HOW DO I MAINTAIN BENEFITS WHILE ON LEAVE?

During FMLA (or a PFML covered leave if you have worked for the UW for 12 months and 1250 hours prior to taking PFML) your health insurance benefits continue just as if you were working. After your FMLA and/or PFML is exhausted, or if you are not eligible for FMLA or PFML, you will need to remain in “pay status” to maintain your benefits. Pay status means that you either use eight hours of paid time off or work eight hours a month.

*\* If you are absent an entire calendar month without being in pay status, you will need to self-pay (pay both your and the University's portion) to keep your health insurance.*

## 7. HOW DOES PFML INTERACT WITH MY LEAVE?

Filing a claim for PFML benefits with the Employment Security Department (ESD) is a separate process from taking a leave of absence from the University, with its own application and approval process. When using PFML you must also follow UW's leave of absence procedure (described in FAQ 1 above).

## 8. WHAT IF I WANT/NEED TO RETURN TO WORK EARLY OR REQUEST AN EXTENSION?

You will need to submit new or updated medical documentation certifying changes to your leave to [HRLeaves@uw.edu](mailto:HRLeaves@uw.edu).

## 9. WHO WILL KNOW MY MEDICAL INFORMATION?

Send FMLA forms directly to [HRLeaves@uw.edu](mailto:HRLeaves@uw.edu) and no one else. This ensures confidentiality of your medical information. We will not share your medical information with your department, state PFML programs, or anyone outside of UWHR.

## 10. WHAT DOES CONTINUOUS LEAVE, INTERMITTENT LEAVE, AND REDUCED SCHEDULE MEAN?

<b>CONTINUOUS LEAVE</b>	Continuous leave means you are to be completely off work for the certified date range. You are not cleared to work in any capacity. For example, taking 8 weeks off of work to recover from surgery.
<b>INTERMITTENT LEAVE</b>	When it is medically necessary, leave can be taken in separate blocks of time for the same reason – either for planned medical appointments, or as needed (unplanned) when a medical condition flares up. For example, 2 times a month, up to 1 day per episode.
<b>REDUCED SCHEDULE</b>	A reduced schedule is working less than your normal number of hours. For example, instead of your usual 40 hours per week, you are approved to work 5 days per week, 4 hours per day.  <i>Note: You may have both a reduced schedule and intermittent leave (for example, a reduced schedule of .5 instead of 1.0 FTE, with unplanned absences up to 2 times a month if your medical condition flares up).</i>

# EXAMPLE SCENARIOS (STAFF)

Understand how leaves for a personal health condition may be arranged and planned by referring to the following five scenarios.

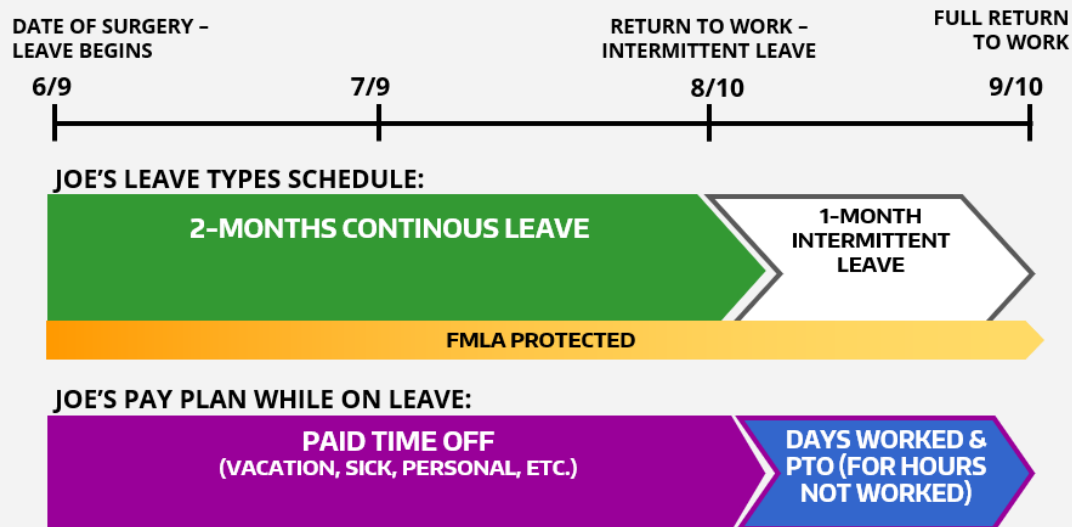
## SCENARIO 1: JOE



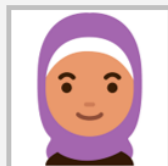
### Continuous & Intermittent FMLA

**Leave Types:** Joe has surgery scheduled for June 9<sup>th</sup>. Joe's healthcare provider certifies leave for two months (6/9 – 8/9), followed by one month of intermittent leave, Joe is approved to take up to 2 days off per week as needed (8/10 – 9/9). Joe is FMLA eligible.

**Pay Plan:** For hours not worked, Joe applies paid time off. Joe has enough of his own paid time off (sick, vacation, personal holiday, etc.) to cover his entire leave period (6/9 – 9/9).



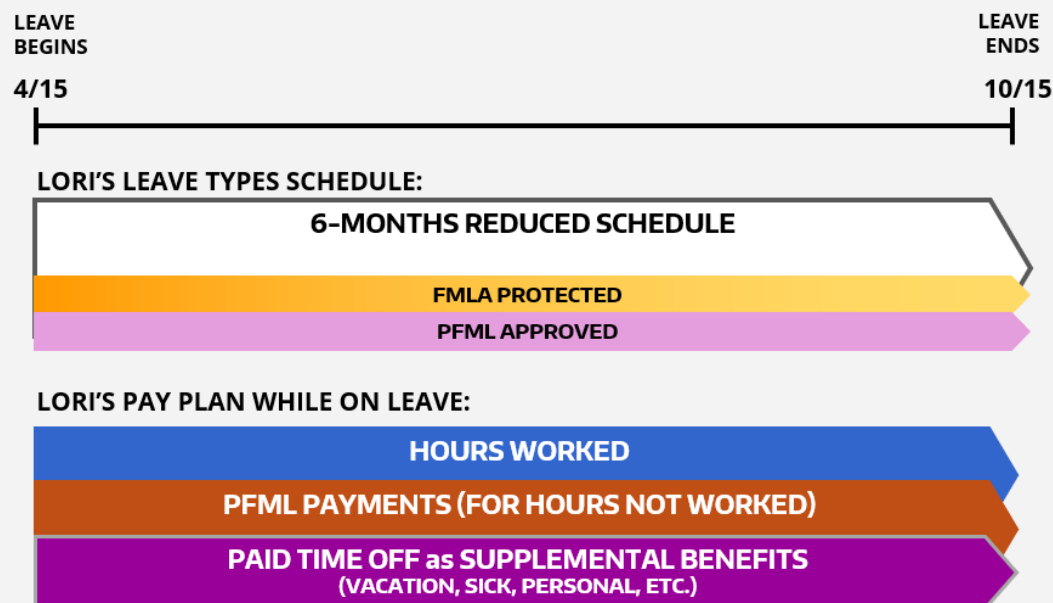
## SCENARIO 2: LORI



### Reduced Schedule FMLA

**Leave Type:** Lori has a medical condition that only allows them to work 5 hours per day (25 hours per week) for six months (4/15 – 10/15). Lori applies for PFML starting 4/15 and is approved for the full period.

**Pay Plan:** Lori receives PFML payments from April 15<sup>th</sup> through October 15<sup>th</sup> while simultaneously applying some of their own paid time off as a supplemental benefit to receive additional income.



## EXAMPLE SCENARIOS (STAFF) (CONTINUED)

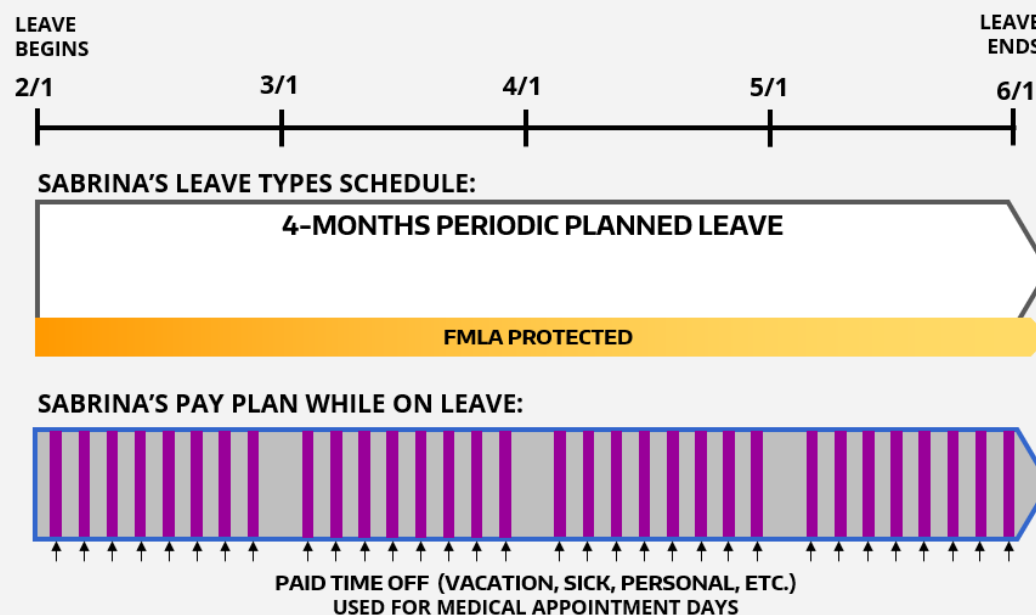
### SCENARIO 3: SABRINA



#### Leave for Medical Appointments FMLA

**Leave Type:** Sabrina has medical appointments twice a week for four months (2/1 – 6/1) that will require her to miss the full day of work for the appointments.

**Pay Plan:** Sabrina uses her own paid time off to cover hours missed due to her appointments.



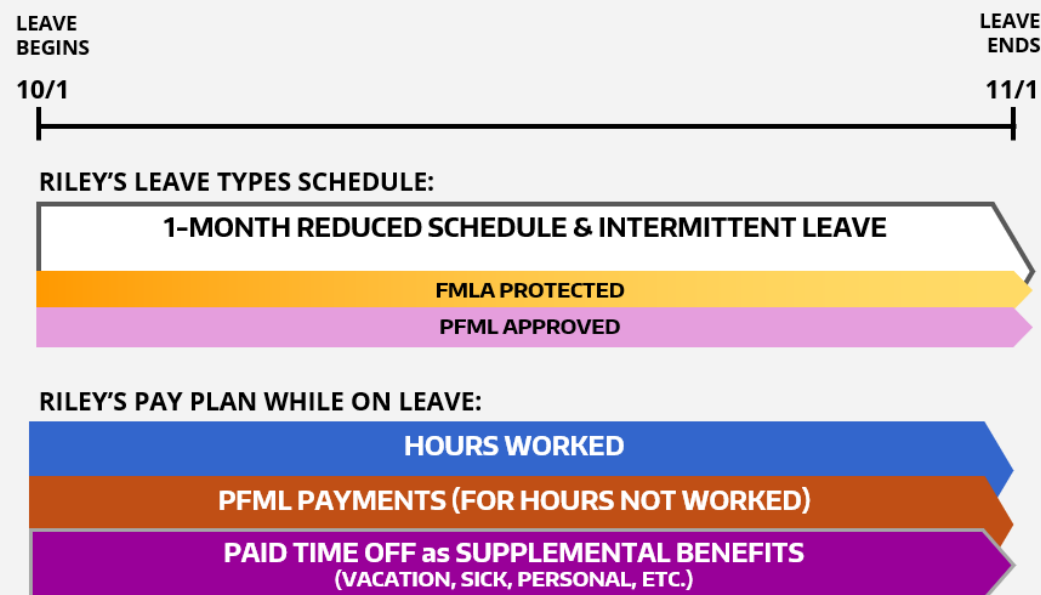
### SCENARIO 4: RILEY



#### Reduced Schedule and Intermittent FMLA

**Leave Type:** Riley has a medical condition that only allows them to work 3 hours per day for the next month (10/1 - 11/1). During this time, they may also have flare ups from their medical condition once a week that will require them to take additional time off from work.

**Pay Plan:** Riley is approved for PFML for the full duration of their leave. They plan to supplement PFML payments with their paid time off and will enter sick and vacation as needed.



# EXAMPLE SCENARIOS (STAFF) (CONTINUED)

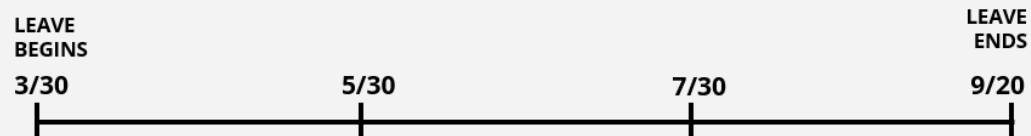
## SCENARIO 5: JUAN



### Disability Leave

**Leave Type:** Shortly after beginning employment with the UW, Juan suffered a serious health condition, and he is now unable to work for the foreseeable future. Because Juan has not worked at UW for 12 months, he is not FMLA eligible. However, Juan is approved for disability leave for the next six months (3/30 – 9/20).

**Pay Plan:** Juan does not have enough paid time off to cover the full six months of leave, but he is approved for Shared Leave and receives Shared Leave donations. Juan uses both Shared Leave time off and his own accrued time off. In order to remain in pay status during his leave period, Juan makes sure to use eight hours of paid time off each month to maintain continuation of his health benefits.



#### JUAN'S LEAVE TYPES SCHEDULE:



#### JUAN'S PAY PLAN WHILE ON LEAVE:

