

Attendance and Time Off

ATTENDANCE

The success of fulfilling our mission depends upon regular and punctual attendance of employees. Fully staffed work shifts are essential to achieve and maintain smooth and efficient operations. Employees are expected to maintain satisfactory attendance by reporting to work as scheduled and keeping unscheduled absences to a minimum. Additionally, employees are required to adhere to their work schedule, including start, break, and end time. Employees will only be paid for time worked. Supervisors are responsible for distributing these guidelines to all current employees.

Supervisors are expected to discuss attendance expectations with employees and take appropriate corrective action, if needed, when unscheduled or unauthorized absences are excessive, when patterns of use suggest possible abuse of time off, and/or when an employee fails to follow departmental procedures for reporting absences.

The attendance expectations outlined here apply to all classified, contract-classified, professional, temporary, and probationary staff.

VACATION TIME OFF

Vacation time off is accrued at varying rates that are dependent on the length of employment. Vacation time off must be requested and approved in advance and approval is subject to operational need or business necessity. The accrual rate of vacation time off increases yearly, up until the maximum rate allowable.

CLASSIFIED STAFF VACATION ACCRUAL RATE

Classified staff employees may accrue up to a maximum of 240 hours of vacation time off. It is the employee's responsibility to monitor their vacation balance. Employees will lose any vacation hours over 240 on their anniversary date (called the time off service date in Workday), unless an extension request has been approved by UW Campus Human Resources prior to the anniversary date and before the employee has exceeded 240 hour balance. When a classified staff employee leaves UW employment and has been employed for at least six continuous months, they will be paid for their unused vacation balance.

PROFESSIONAL STAFF VACATION ACCRUAL RATE

While professional staff are encouraged to keep vacation time off balances below 240 hours, they are allowed to carry larger balances when work obligations prevent them from using the vacation time. When an employee leaves UW employment, they will be paid for their unused vacation hours, not to exceed 240 hours.

SICK TIME OFF

Sick time off is accrued at the rate of eight hours per month for full time employees or pro-rated for part time employees. Unscheduled use of sick time off must be reported to the employee's supervisor or other designated person in authority each day before the beginning of the work shift. Sick time off may be used for such reasons as:

- • Personal or dependent family member illness, injury, or disability
- • Personal or dependent family member medical and dental appointments
- • Emergency childcare situations
- • Extended bereavement or condolence

Employees are encouraged to build up sick time off balances so time off will be available for unexpected time off, illness and/or injury.

COMPENSATORY TIME

Overtime eligible employees must be paid for overtime hours worked unless the employee requests and receives advance supervisory approval to receive compensatory time off instead of payment. Compensatory time is accumulated at the rate of 1.5 hours for each overtime hour worked. Compensatory time off work requires requesting and receiving advance supervisory approval, same as vacation time off. Accumulated compensatory time may not exceed department's established accrual limit.

Accrued compensatory time and holiday credit time off can be used through June 30th but must be entered and approved in Workday by June 15th each year or it will be paid out on the first paycheck in July. After June 15th, employees are not able to accrue or use compensatory time in order for UW Facilities payroll to process annual payouts. Comp time accrual may resume July 1st.

UNPAID TIME OFF

Accrued paid time off must be exhausted before going on unpaid time off unless otherwise specified in the collective bargaining agreements. If an employee calls in sick and does not have accrued sick time off available, unpaid time off will be utilized and it will be considered unauthorized time off. Unpaid time off may be approved for time that an employee is absent for any of the following reasons:

- FMLA approved illness, disability, or injury
- Parental time off
- Educational time off (e.g., going back to school)
- Military time off
- Leave for government service in public interest
- Maternity and infant care time off
- Other reasons consistent with UW Facilities time off policies

Supervisors retain the discretion to approve or deny use of vacation time off, compensatory time, and/or time off without pay for unscheduled absences. Supervisory approval of paid time off for an unscheduled absence does not mean the absence is authorized. Excessive unscheduled absences are not acceptable whether or not accrued time off is available.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act (FMLA), a federal law, protects you from negative impacts to your job when you take time off or a leave of absence for any of the following reasons:

- A serious health condition, either yours or a family member's
- Prenatal medical care or incapacity due to pregnancy and/or delivery
- Time to bond with your new baby or newly placed adopted or foster child
- Qualifying activities (exigencies) related to a family member's military active duty
- A serious injury or illness of a family member who is a current member of the armed forces or a veteran

FMLA is not a type of paid time off. You do not accrue FMLA leave or choose when to use it, like you do with vacation or sick time off. If your absence meets the criteria for FMLA-coverage, it will be designated as FMLA, even if you are using accrued paid time off. Paid time off (vacation/sick time off) or unpaid time off must be used for your approved FMLA leave in accordance with your applicable employment program or collective bargaining agreement.

If you have questions about your eligibility or how FMLA would work in your situation, contact your UWF Employee Relations Manager.

WASHINGTON STATE PAID FAMILY AND MEDICAL LEAVE (PFML)

The Paid Family and Medical Leave (PFML) program is a statewide insurance program that provides paid family and medical leave to eligible employees. This program is not administered by UW. The Washington State Employment Security Department (ESD) administers this program and payments are issued by ESD. Washington's PFML program does not replace the federal Family and Medical Leave Act (FMLA). In many cases, PFML and FMLA will run at the same time. You must notify your supervisor if you have applied and been approved for PFML.

Filing a PFML claim is a separate process from applying for leave of absence from the UW. Employees are still required to follow their department's policies for requesting leave. Should you extend your PFML covered leave, you are responsible for communicating this information to your supervisor as well as following your area's leave request procedures. If approved for PFML, employees must communicate with their supervisor if they would like to use their accrued time off (vacation, sick, personal holiday) or unpaid time off.

Employees can choose to be paid by both the UW (by entry of vacation, sick, personal holiday in Workday) and PFML.

For questions about PFML, reach out to the Employment Security Department at:
<https://paidleave.wa.gov/>

FAITH BASED LEAVE

The Revised Code of Washington 1.16.050 (RCW 1.16.050) provides all University employees (including students and hourly temporaries) the option to take up to two (2) unpaid holidays per calendar year for a reason of faith or conscience. For contract classified staff, the Employer will allow an employee to use compensatory time, personal holiday or vacation leave in lieu of leave without pay. All requests to use compensatory time, personal holiday or vacation leave must indicate the leave is being used in lieu of leave without pay for a reason of faith or conscience.

OTHER TYPES OF TIME OFF

The University also provides other types of time off which include, but are not limited to:

- • Bereavement Time Off
- • Civil Duty Time Off
- • Family and Medical Leave Act (FMLA) and Family Care Leave (FCL)
- • Military Time Off
- • Parental Time Off
- • Personal Holiday Time Off

For a complete and up-to-date list, visit: <http://hr.uw.edu/ops/leaves/>

UNSCHEDULED OR UNAUTHORIZED ABSENCES

Employees who do not report to work as scheduled must notify their supervisor in accordance with departmental procedures. The central point of contact is always the employee's supervisor or designee. Employees are expected to keep unscheduled absences to a minimum whether or not accrued time off is available.

Documentation may be required from the employee to determine if an absence is valid. Repeated or excessive unscheduled and/or unauthorized absences, or failure to follow departmental procedures for reporting absences, may result in corrective action, up to and including dismissal.

LATENESS

Lateness is defined as arrival at work after the designated start time or after the end of designated break time. Employees are expected to report to and be ready for work at the

beginning of their shift. Each employee is expected to know and adhere to their schedule, including breaks, and supervisors are expected to consistently enforce compliance. Employees who will be late are expected to contact their supervisor in accordance with the department's reporting procedures.

Employees who are late will not be paid for time absent. Repeated occurrences of lateness, or failure to follow departmental procedures for reporting lateness, may result in corrective action, up to and including dismissal.

ABSENCE WITHOUT NOTIFICATION

Also known as a no call/no show.

Failure to maintain satisfactory attendance, and/or failure to report unscheduled absences in accordance with departmental reporting procedures may result in corrective action, up to and including dismissal. Employees are required to adhere to their department's reporting procedures. Failure to use appropriate call-in procedures may result in corrective action.

Barring extraordinary circumstances, being absent without notification is neglect of duty and a violation of UW Facilities procedures. If an employee has unauthorized and unreported absences that exceed three days, it may be considered job abandonment. All time off, when foreseeable, must be requested and approved in advance. More information on time off and the rules governing its use can be found in applicable collective bargaining agreements and the Professional Staff Program.