

Employees On Extended FMLA/Disability Leave

Prior to an employee's leave of absence, please ensure the items below have been addressed and/or completed:

TURN IN:

___ Pager/Cellphone/Nextel/Radio

___ Cellphone (verify voicemail password #)

___ Keys: Building/Vehicle/Cabinet/Locker

BEFORE GOING OUT ON LEAVE:

___ Set up your Out of office Email

___ Set up your Out of office Voicemail

___ Workday: enter leave type (if using *Unpaid Time Off* notify supervisor who must enter into Workday)

___ Complete FMLA ROLT (if applicable)

___ UPASS: The employee should either email in (ucommute@uw.edu) or stop by Transportation Services office to cancel their U-PASS, and the deductions will stop. When they return to work they can sign back up which will need to be done online.

___ Cancel Parking Permit (if applicable): The employee may return their permits to Transportation Services at any time for a refund of future days paid. If they elected payroll deductions as their payment type and wish to stop deductions, they must return the permit to Transportation Services and sign a stop-deduction form.