



Supporting the campus

The campus needs UW Facilities to be open for business every day, and UW Facilities needs you. Regular, predictable, and punctual attendance by every employee is critical to our success and the success of the campus.

Whether hybrid, remote, or on campus, all staff are expected to report for work as scheduled, and to keep unscheduled absences to a minimum. The University expects you to use your sick time off when you are not feeling well, and to follow all department procedures for notifying your supervisor when you request leave.

What you need to know about using leave (paid time off)

Paid leave is a great benefit of working at UW Facilities. When you want to take leave, here are some things you should know.

All vacation, comp time, holiday credit, and/or use of personal holiday time off, must be requested and approved in advance of the leave. Requests may be delayed or denied due to workload or unforeseen circumstances. Check with your supervisor regarding department leave request procedures and process. All leave must be reported in Workday and AiM (if applicable).

Leave designated as FMLA, must also be reported in Workday under the 'Reason' drop down menu after selecting the type of time off (Sick, Vacation, Unpaid, etc.). Any use of paid/unpaid time off (vacation, sick, unpaid, personal holiday) during the probationary period will extend the six month period.

Accrued compensatory time and holiday credit 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 payroll to process payouts. Comp time accrual resumes July 1st.

Use of sick time off must be reported each day before the beginning of the work shift to the immediate supervisor or other designated person and in accordance with department call-in procedures. Time off for personal medical or dental appointments, scheduled surgeries, and/or when the need for time off due to illness that is foreseeable are covered by sick time off but must be requested and approved in advance.

Unauthorized unpaid time off may be subject to corrective action, up to and including dismissal.



MMMT

June 2026

Monthly Meeting Topics

Important information you need to know



Protect your eyes

Thousands of people are blinded each year from work-related eye injuries that could have been prevented with the proper selection and use of eye protection. We don't want that to happen to you.

Eye protection must be worn whenever required to protect against chemical, environmental, thermal, and/or mechanical irritants and hazards. The hazard assessment process will identify the type of eye protection that is needed.

Save your hearing

If it is loud enough that you need to yell to be heard, you should be wearing hearing protection.

It is recommended that all employees wear approved earplugs and/or earmuffs whenever they are exposed to noisy environments both on and off the job. If a job task has noise levels above the time-weighted average of 85dBa, then hearing protection is required.

Learn more at:

<https://facilities.uw.edu/partner-resources/safety/manual/hearing>

Preventing Sexual Harassment and Gender Discrimination

Sexual harassment and gender discrimination are not tolerated.

We are a community devoted to public service and grounded in respect for the inherent dignity and worth of every person. We all have a responsibility to live up to this ideal, and to support each other and work together to foster a safe and healthy place to work and learn.

If you see or hear something inappropriate, don't stay quiet. Speak up for yourself and those around you.

You can learn more by revisiting the Title IX Husky Prevention and Response training:

<https://tixemployee.uw.edu/>





Supervisor Job Aid

UWF Leadership requires you to cover all relevant topics with your employees.

Talking points and notes to help you lead this discussion with your team. Please print & post or hand out the other attached document labeled 'Flyer'. Use this as your guide for the following topics.



Do not forget to start your team meetings off with a **Safety Moment**. What's a Safety Moment? It's an opportunity to talk about safety—something that went right, or something we could be doing better, or a hazard to watch out for. Anything to get your team thinking and talking about safety.

Attendance

- The success of UW Facilities in fulfilling its mission is dependent upon regular, predictable, and punctual attendance of employees and is essential to achieve and maintain smooth and efficient operations.
- Employees are expected to maintain good attendance by reporting to work as scheduled, whether hybrid, remote, or on campus, and keeping unscheduled absences to a minimum.
- Consult with your department leadership and/or Partner Resources to address attendance concerns and/or problems.
- More information regarding UW Facilities attendance expectations may be found at: <https://facilities.uw.edu/partner-resources/files/media/policy-attendance-time-off.pdf>

Leave Policies

- Ensure your team understands department leave procedures and your expectations for requesting leave.
- All vacation, comp time, holiday credit, and/or use of personal holiday time off, must be requested and approved in advance of the leave.
- Vacation time off can be used during a probationary period when pre-approved.
- If an employee calls in sick and does not have time off available, unpaid time off will be substituted.
- Sick leave does not have a maximum accrual amount. We recommend encouraging your staff to build a healthy sick leave balance in case of emergencies, for themselves or family members.
- You can only approve FMLA leave once you have been notified by Partner Resources of the employee's eligibility. Supervisors must approve all comp time off and holiday credit time off

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requests in Workday by the 15th of June.

Eye Protection

- Make sure your team is wearing the proper eye protection. When you conduct site visits, it is a great time to check for compliance. Be sure the appropriate types of eye protection are available and being appropriately used by your employees.
- Review eye protection basics, including types of eye protection (ex: safety glasses, goggles, face shields, etc.), **where and how to obtain eye protection**, and first aid in case of eye injury. Be sure to review the locations of eye-wash stations before starting an assignment that requires one.
- More information can be found at: Labor and Industries Eye Protection Training - <https://www.ehs.washington.edu/about/latest-news/set-your-sights-safety-select-correct-ppe-eye-hazards>—or from the CDC: <https://www.cdc.gov/niosh/ppe/eye-safety/>

Hearing Conservation

- As a supervisor, you are responsible for ensuring employees use required hearing protection correctly. Here is a helpful video: <https://www.youtube.com/watch?v=einGTLfVxOE>
- You are responsible for ensuring your required staff attends regulatory Audiometric Hearing testing.
- You are responsible for providing at least two types of hearing protection, ideally two types of ear plugs and ear muffs should be available.
- Exit Audiograms are required for those enrolled in the Audiometric Hearing program when they leave UW Facilities. Supervisors must reach out to schedule this prior to the employee's last day.

Preventing Sexual Harassment and Gender Discrimination

- Sexual harassment and gender discrimination are not tolerated.
- As a supervisor, you are expected to take action when you see or hear something inappropriate and stop the language and/or behavior. If something is reported to you, you are responsible for reporting it to your supervisor and/or Partner Resources.
- Ensure you and your staff have completed the required Title IX: Husky Prevention and Response training: <https://tixemployee.uw.edu/>

Contact your Partner Resources if you have any questions or concerns.

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