## **TEMPLATE**: Staff Absence Notification and Request Procedures

**General Procedures**

1. **Entering Time Off in Workday**: All time off requests must be entered into Workday. This ensures accurate record-keeping and facilitates the approval process. User guide: [Enter Absence (Time Off) | Employee Workday Help](https://employeehelp.workday.uw.edu/user-guides/enter_absence/)
2. **Advance Notice**: Planned time off should be requested at least one (1) week in advance whenever possible. In the event non-medical-emergent requests are received less than one (1) week in advance, exceptions will be considered based on need, work load and staff availability. The required notice period is based on the length of time off being requested:
   * **1-2 days off**: At least 1 week's notice.
   * **3-5 days off**: At least 2 weeks' notice.
   * **More than 5 days off**: At least 1 month's notice.

**Comp Time Request Procedure**

Overtime-eligible employees may elect to accrue compensatory time whenever they work more than their regular weekly schedule. Comp time should be used before vacation time and any unused comp time will be cashed out on June 30 of every year. [Review important information regarding compensatory time.](https://hr.uw.edu/ops/holidays-time-off/overtime-compensatory-time/)

Notification:

* Provide email notice to supervisor in advance following the appropriate notice period and include the dates of requested time off. (Optional)
* Submit request through Workday in advance following appropriate notice period. (Required)
* Once time off is approved: set your “out of office” greeting on your office phone and your automatic “out of office” message on your email indicating the best person to contact during your absence.

Supervisor Approval: Await confirmation from your supervisor regarding the approval of your request.

**Vacation Time Request Procedure**

[Review important information regarding vacation time off.](https://hr.uw.edu/ops/holidays-time-off/vacation/)

Notification:

* Provide email notice to supervisor in advance following the appropriate notice period and include the dates of requested time off. (Optional)
* Submit request through Workday in advance following appropriate notice period. (Required)
* Once time off is approved: set your “out of office” greeting on your office phone and your automatic “out of office” message on your email indicating the best person to contact during your absence.

Supervisor Approval: Await confirmation from your supervisor regarding the approval of your request.

**Sick Time Request Procedure**

Ensure that use of sick leave follows UW policy: [Sick time off for regular contract covered, classified, and professional staff - HR Operations](https://hr.uw.edu/ops/holidays-time-off/sick/). Note: Employees who are unable to work at their regular location due to their own or family member’s illness or injury should generally use sick time off for this purpose. Telework should not be used to provide active care for a child or other dependent.

**Notification for unplanned absence:**

* As soon as you realize you are unwell and unable to work, notify your supervisor as early as possible (or at least one hour prior to scheduled start time) via phone call, text or email.
* Upon your return to work, promptly enter your sick time off request in Workday to ensure accurate record-keeping. Sick time off entries must be entered into Workday by the last day of the pay period.
* User guide: [Enter Absence (Time Off) | Employee Workday Help](https://employeehelp.workday.uw.edu/user-guides/enter_absence/)

**Notification for planned absence**:

Planned sick time off (dental/medical appointments and procedures etc.), should be requested at least one (1) week in advance whenever possible. In the event non-medical-emergent requests are received less than one (1) week in advance, exceptions will be considered based on need, work load and staff availability.

* Provide email notice to supervisor in advance following the appropriate notice period and include the dates of requested time off. (Optional)
* Submit request through Workday in advance following appropriate notice period. (Required)

**Follow-Up**:

* Supervisors may request verification of sick leave for absences exceeding 3 consecutive workdays.
* Contact UWT HR for FMLA information regarding absences that exceed 3 consecutive workdays. Complete FMLA form as appropriate: [FMLA Overview - HR Operations](https://hr.uw.edu/ops/leaves/fmla/overview/)

**Return to Work:**

* If your illness extends beyond the initially communicated period, update your supervisor with the new expected return date.
* Notify your supervisor of your return-to-work date, if earlier than expected. If leave was previously certified, provide updated certification with release to return to work.

**Partial Day Absence Procedure (Exempt Staff)**

[Partial-day absences - Compensation](https://hr.uw.edu/comp/overtime-for-staff/partial-day-absence/)

Overtime-eligible employees must use appropriate paid time off to cover a partial-day absence. Overtime exempt employees are expected to work to complete job responsibilities, which sometimes may involve working extra hours. Therefore, an occasional partial-day absence does not require the use of paid leave. Such absences should not be frequent or lengthy (less than half of a normal work day) and require supervisory approval. Exempt staff should not compensate for working extra hours by taking time off on an hour-for-hour basis.

For both overtime-eligible and overtime-exempt staff, any partial-day absence that is covered by FMLA must be recorded as FMLA and charged to an appropriate leave balance. If paid leave is not available, you must take leave without pay.

1. **Notification**: Notify your supervisor via email with at least 1 week's notice.
2. **Details to Include**:

* Date of the partial day absence.
* Reason for the partial day absence.
* Time period of absence (e.g., from [Start Time] to [End Time]).

1. **Supervisor Approval**: Await confirmation from your supervisor regarding the approval of your partial day absence.