

Outside Professional Work for Compensation (Leave without pay included)

Outside Professional Work for Compensation Leave: Employees may be required under certain conditions to request leave without pay to perform work outside the University. In addition to receiving an approval for a leave without pay, employees must ensure that they comply with the Outside Professional Work Policy, [UW Executive Order 57](#), through the [UW Office of Research](#) if they engage in professional activities for compensation (such as consulting) outside of their University duties.

Form 1460 Approval Process: Must be obtained before engaging in outside professional work.

- The faculty member completes Form 1460, Request for Approval of Outside Professional Work for Compensation. <https://www.washington.edu/research/forms-and-templates/form-1460/>.
- The form must be signed by the home department Dean and UWT EVCAA.
- Ensure the FTE% entered in Part A of the form is the faculty member's permanent employment FTE, not the leave without pay FTE%.
- Once the form has been approved at the campus level, the AHR Administrative Assistant forwards it to the Seattle Office of Research: work1460@uw.edu or Office of Research, Attn: Outside Work Requests, Box 351202.
- The Office of Research verifies the completion and accuracy of the request form then forwards it to the Assistant Vice Provost for Research Compliance for a final review and approval.
- If no conflicts are identified, the request is approved. The faculty member, home school Administrator and UWT Academic Affairs are notified via email within three working days of receipt of the completed Form 1460.
- If a conflict is present, the Assistant Vice Provost for Research Compliance will determine whether or not a management plan is needed. The home school Administrator and UWT Academic Affairs will be contacted. Final approvals will be considered as soon as possible by the AVP for Research Compliance following receipt of an acceptable management plan.

UWT Academic HR Workday Business Process:

- Upon final approval by the Assistant Vice Provost for Research Compliance, the school administrator enters the approved leave without pay absence "status" in Workday.
- The approval email letter is uploaded in Workday in Maintain Worker Docs. It's also placed in the faculty member's personnel file.
- UWS Academic HR reviews the Workday leave entry and uploaded documents and gives their approval.

School Administrator Workday Business Process:

Depending on leave of absence, it could be either a full leave without pay or partial leave without pay.

- Full Leave Without Pay: Using the ISC User Guide for Leave Without Pay, update Workday with the unpaid time off absences for the weekdays only and for the duration of the leave request in days.
- Partial Leave Without Pay: Reduce the faculty member's FTE using the WD Change Job process with the reason code "Leave of Absence FTE Change". https://isc.uw.edu/user-guides/change_job_dc_fte_change_ap/. The roster FTE remains the permanent FTE% for their academic appointment.

When faculty member returns from leave, initiate Return Worker from Leave task in Workday.