What’s New and What’s Changing

GW values the time you invest at the university, and we also recognize the importance of taking time away from work to rest and recharge or attend to your health and family obligations. After all, making an investment in yourself brings renewed focus and creativity to your career at GW.

Serving and supporting GW faculty and staff is paramount to our culture transformation. One pillar of this transformation includes doing business better with better tools in order to optimize the management of our human resources. To that end, we are pleased to introduce enhancements to our time off program and the implementation of a new centralized time off tracking system on July 1, 2019.

We invite you to take some time to learn more.

NEW TIME OFF AND LEAVE GUIDE

We are introducing the new Time Off and Leave Guide. The Guide combines information regarding paid time off and unpaid leave programs from the Employee Handbook, the Managers’ Toolkit, and Leave information from the Benefits website. This resource will also include recent paid time off program enhancements, which are summarized on the following pages.

The new Guide will take effect July 1, 2019 and will be available on the Benefits website in the coming weeks.

NEW CENTRALIZED TIME OFF TRACKING SYSTEM

Also effective July 1, we will be launching new time off tracking functionality within our time and reporting system (TRS), Kronos. All eligible employees* (non-exempt and exempt) will use Kronos to request and manage their paid time off. Managers will also review and approve time off requests for their team members using Kronos. You will be able to access this system online, beginning July 1, at go.gwu.edu/TRS.

Is This A New System?

Not new but enhanced. GW currently uses Kronos as its time and reporting system (TRS) to track hours worked and attendance for non-exempt employees. As of July 1, this system will have added functionality to allow employees (both non-exempt and exempt) the ability to request and manage their paid time off.

* University police department employees covered by a CBA and medical residents will continue to use their current time off tracking systems.

Paid Time Off

- Annual Time
- Sick Time
- Bereavement
- Jury Duty
- Holidays
- Paid Parental Leave

Beginning July 1, track and manage via Kronos

Unpaid Leave

- Family and Medical Leave (FMLA)
- Unpaid Parental Leave (School-Related Events)
- Military Duty Leave*
- Personal Leave
- Leave for Religious Obligations

* These Leave programs are currently managed by Lincoln Financial. There will be no change to how these leaves are requested and processed.

Am I Eligible for Time Off and Leave?

Eligibility for the various paid time off and unpaid leave programs is dependent upon your primary job’s employee class (e.g., faculty, staff, medical resident, wage/temporary, student employee), years of benefits-eligible service, and if you are part-time or full-time (and in some cases your actual hours worked). Pay close attention to the eligibility details in each section of the Guide, which will be available in the coming weeks, to determine which options are available to you.

Still not sure? Contact us at timeoff@gwu.edu; we’re here to help you understand and take advantage of the programs available to you.

Please Note: While the Guide will be the primary resource for time off and leave programs administered by Benefits, faculty and medical residents may be eligible for other leave programs unique to those categories of employees (such as faculty sabbatical). For more information about those options, faculty should consult with the Office of Faculty Affairs, and medical residents should contact the Office of Graduate Medical Education.

For employees covered by a collective bargaining agreement (CBA): If there is a direct conflict between the Guide and an applicable collective bargaining agreement, the collective bargaining agreement will prevail. For librarians who fall under the Code for Librarians, if there is a direct conflict between the Guide and the Code for Librarians, the Guide will prevail.
Time Off Changes

Below is an overview of the most significant enhancements to the paid time off program. 
Details will be provided in the Guide, which will be available in the coming weeks.

### Annual Time

#### Carryover Time

Employees who are eligible for paid time off are encouraged to use their annual time during the fiscal year (July 1 to June 30) in which it is accrued. However, it is possible that you may have accrued, but unused, days as of June 30.

The new program allows up to five accrued, but unused, days of annual time (as of June 30) to automatically roll over into the next fiscal year—no additional approval will be required.

Employees must still use this carryover balance of annual time by August 31 of the new fiscal year or the time will be forfeited. As a reminder, borrowing annual time from future fiscal years is not allowed.

#### Accrual

Employees who are eligible for paid time off, both part-time and full-time, will now accrue annual time based on years of benefits-eligible service and without regard for FLSA exemption status (exempt vs. nonexempt).

**Note:** For part-time staff, accrual will be calculated by: annual days based on years of benefits-eligible service x percentage of effort (hours per week/40)*.

**Note:** 1 workday = 8 hours

**Annual Time accrual calendar is July 1st - June 30th.**

### NEW

**Accrual as of July 1, 2019**

**Annual Time**

GW offers annual time to eligible full-time staff (exempt and non-exempt) based upon years of benefit-eligible service. Accruals for part-time staff (exempt and non-exempt) is based on percentage of effort and does not change with years of service at the university.

<table>
<thead>
<tr>
<th>Benefits-Eligible Years of Service</th>
<th>Annual Days: Nonexempt**</th>
<th>Annual Days: Exempt**</th>
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<tbody>
<tr>
<td>Up to 2</td>
<td>13</td>
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<td>More than 2 up to 4</td>
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<td>More than 4 up to 15</td>
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<tr>
<td>More than 15</td>
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</table>

**Current Accrual**

GW offers annual time to eligible full-time staff (exempt and non-exempt) based upon years of benefit-eligible service. Accruals for part-time staff (exempt and non-exempt) is based on percentage of effort and does not change with years of service at the university.

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**Annual Time accrual calendar is July 1st - June 30th.**

**Note:** 1 workday = 8 hours

**NEW**

**Benefits eligible staff at the GW Biostatistics Center should use hours per week/35 to determine percentage of effort.**

### Carryover Time

Per the current time off policy, annual time does not carry over from one fiscal year to the next, and unused annual time remaining as of June 30, 2019 will be forfeited. Vice Presidents/Deans may approve a maximum carryover of five days of annual time into the 2019 - 2020 fiscal year to be used by August 31, 2019.

Effective fiscal year 2019 - 2020, up to five (5) accrued, but unused, days of annual time (as of June 30) will automatically roll over into the next fiscal year. Carryover balances must still be used by August 31 of the new fiscal year, or the time will be forfeited.

### When Does My New Accrual Rate Begin?

Your new accrual rate, if applicable, will begin the first of the month following your anniversary date, or the first of the month if your anniversary falls on the first. For example, if you reach your fifth anniversary on May 20, your new accrual rate will be effective June 1. If your fifth anniversary is July 1, your new accrual rate will be effective July 1.

### Will I Need Approval to Carryover Annual Time in 2019?

All eligible employees (exempt and non-exempt) will use Kronos to track, manage and request their paid time off, with the exception of the university police department employees covered by a CBA and medical residents. These groups will continue to use their current departmental systems.

**Note:** Eligible faculty, temporary/wage and student employees will track and request their sick time within Kronos. For any other time off needs, please contact your department head or manager. See Guide for eligibility details.

### If I Work Part-time, How is My Annual Time Calculated Under the New Policy?

Beginning July 1, 2019, benefits-eligible part-time employees will accrue annual time based upon years of benefit-eligible service x percentage of effort (number of hours worked per week divided by 40). For example, for an employee with one year of service who works 25 hours per week: 25/40 = .625 x 15 days = 9.375 days or 74.6 hours. (For annual time calculation purposes, one day equals eight hours.)

### Will I Need to Use Kronos for Paid Time Off Tracking?

All eligible employees (exempt and non-exempt) will use Kronos to track, manage and request their paid time off, with the exception of the university police department employees covered by a CBA and medical residents. These groups will continue to use their current departmental systems.

**Note:** Eligible faculty, temporary/wage and student employees will track and request their sick time within Kronos. For any other time off needs, please contact your department head or manager. See Guide for eligibility details.

### Librarians and Research Staff

Research staff (hired prior to **July 1, 2019**) and librarians will vary from those listed above. Please refer to the Time Off and Leave Guide when it’s published in the coming weeks.

### CBA Employees

Employees covered by a Collective Bargaining Agreement should continue to follow the time off accrual provisions as stipulated in their agreements.
**Time Off Changes**

**Proration**
Similar to the month of hire, if an employee leaves GW, annual time will now be prorated in the month of termination, if the termination date is prior to the last working day of the month. Annual time is also prorated if you have periods of unpaid absences.

Prorated time in the month of termination is credited on the date of termination. **Note:** Annual time cannot be used to extend the termination date beyond the last day worked, excluding those on a job-protected approved leave of absence.

**Sick Time**
There will no longer be a restriction on using sick time during an employee’s first 90 days of employment. While sick time cannot be used in advance, eligible employees are able to use accrued but unused sick time at any time during their employment with supervisor approval.

**Time Increments**
The minimum increment to request paid time off, annual and sick time, will now be 15 minutes to align with FMLA (increments were previously taken in a minimum of one-hour).

**Bereavement**
Benefits-eligible full-time and part-time staff may request up to three scheduled workdays of paid time off due to a death of a family member. The requested days will no longer need to be consecutive calendar days. Employees should still work with their manager to follow departmental reporting procedures.

The definition of “family member” will broaden to mean:
1. A person related by blood, legal custody or marriage;
2. Foster child or child who lives with you and for whom you permanently assume and discharge parental responsibility;
3. A person with whom you share or have shared, within the last year, a mutual residence and with whom you maintain a committed relationship.

**Holiday**
Benefits-eligible staff must be in a paid status immediately preceding and following a university holiday to be paid for that holiday. A staff member’s last working day cannot fall on a university holiday, except when the employee is on job-protected leave or regularly scheduled to work on the holiday.

### Calculating Prorated Annual Time

<table>
<thead>
<tr>
<th>Unpaid Workdays in Month</th>
<th>Annual Time Days Accrued for Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 5</td>
<td>Normal Accrual Rate</td>
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<tr>
<td>More than 5 up to 11</td>
<td>1</td>
</tr>
<tr>
<td>More than 11 up to 16</td>
<td>0.5</td>
</tr>
<tr>
<td>More than 16</td>
<td>0</td>
</tr>
</tbody>
</table>

**Note:** 1 workday = 8 hours

**How do I calculate my annual time balance in the month I leave GW?**
The Prorated Annual Time Table above helps you determine how many days of annual time you accrue based on the number of unpaid workdays in the month you leave GW. For example, if your termination date is the 14th of the month, you would earn one-half day (4 hours) of annual time for that month.

### MANAGERS’ CORNER

Managers should take the following actions in preparation for the new time reporting system, effective July 1:

- Review sick time and annual time balances with direct reports.
- Consider whether designated backup approvers will be necessary for your organization. If needed, identify the appropriate individual(s) for that role.

You will receive more detailed instructions about tasks managers will need to take in preparation for the new system, including a detailed checklist, in an upcoming email from Benefits.

Questions? Email us at timeoff@gwu.edu.
Tools, Information And Services Available

Join us at upcoming information sessions, virtual office hours, and open labs. These learning opportunities are geared toward helping you become familiar with the Guide and the centralized time off tracking system, Kronos.

Time Off and Leave Guide Info Sessions
We will share an overview of the new Guide, as well as highlights of the changes, explain more about the tools being offered to managers and employees and answer questions.

📍 Foggy Bottom
  May 2, 12pm - 1pm, Marvin Center Room 308
  May 7, 12pm - 1pm, Marvin Center Room 308

📍 Virginia Science and Technology Campus
  May 1, 12 - 1pm, Enterprise Hall Room 176

❑ Webex hosted by GW Benefits
  May 3, 12 – 1pm
  WebEx link
  Event number: 738 200 351
  Password: Ev2BGFSH

❑ On Demand Presentation
  Will be made available after May 1
  at benefits.gwu.edu/timeoff

Time Reporting System (TRS)
IT and Benefits will host learning opportunities, for both managers and employees, to assist with navigating Kronos, specifically the time off tracking module. The learning program will consist of in-person open labs, on-demand tutorials and virtual office hours. More information will be forthcoming.

Please bookmark our project page and check back often for the most up to date information and details.

Get In Touch

For more information or assistance with any benefit questions:

❑ benefits.gwu.edu/timeoff
❑ (571) 553-8382
❑ timeoff@gwu.edu

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