TIMEKEEPING AND TIME OFF REQUEST PROCESSING DURING LEAVES OF ABSENCE

**Paid Parental Leave** – Eligible employees can receive up to 6 weeks of Paid Parental Leave (PPL) for the birth, adoption or foster care placement of a child.

- Employees should continue to submit time off requests as normal until PPL is approved.
- Once approved for PPL, Benefits will notify the employee and the manager of the approval and will process the employee’s payroll and time off requests in Kronos for the duration of the employee’s leave of absence.
- Managers and timekeepers should resume timekeeping responsibilities for the employee once the employee returns to work.

**GW Paid Short-term Disability** - Staff with at least 2 years of benefits eligible service who are approved for the GW Paid STD benefit will receive 50% or 100% of their salary (minus applicable deductions) for the duration of the disability, after the 14 calendar day benefit elimination period.

- Employees can elect to use annual or sick time during the elimination period or take unpaid time. Employees should continue to submit time off requests as normal until GW Paid STD is approved.
- Once approved for GW Paid STD, Benefits will notify the employee and the manager of the approval and will process the employee’s payroll and time off requests in Kronos for the duration of the employee’s leave of absence.
- Managers and timekeepers should resume timekeeping responsibilities for the employee once the employee returns to work.

**Family and Medical Leave (FMLA)** - If FMLA leave is required, employees are required to notify their manager (following normal departmental call in procedures) as well as report the absence to Lincoln Financial. FMLA application instructions are available on the Benefits website.

- Reporting FMLA absences to Lincoln Financial is a separate action from payroll processing. FMLA provides job protected leave but does not provide any pay.
- If an employee is not eligible for GW paid STD or PPL benefits and wants to use annual, sick or unpaid time during FMLA absences, the employee should submit those time off requests through the Kronos Time Off Tracking system. (UPD staff covered under a CBA and medical residents should use their departmental time off tracking systems.)

**Employee Paid Voluntary STD (VSTD)** - Full time staff with less than 2 years of benefits eligible service or part time staff with any years of service who are approved for the VSTD benefit will receive 60% income replacement for the duration of the disability, after the 30 calendar day benefit elimination period.

- VSTD benefits are paid by Lincoln Financial, not through GW Payroll Services, therefore are not considered paid status* under university policy.
- The employee can elect to use their accrued annual or sick time to supplement their pay during the benefit period or take unpaid time*.
- Once approved for VSTD benefits, GW Benefits will notify the employee and the manager of the approval and will process the employee’s payroll and time off requests in Kronos for the duration of the employee’s leave of absence.
Managers and timekeepers should resume timekeeping responsibilities for the employee once the employee returns to work.

Upon the employee’s return, accrual rates may need to be prorated as outlined in the Time Off and Leave Guide.

**Worker's Compensation** - Employees who experience injuries or illnesses while at work may be eligible for compensation under Worker’s Compensation.

- Worker’s Compensation benefits are paid by a third party administrator, not through GW Payroll Services, therefore are not considered paid status* under university policy.
- Once approved for Worker’s Compensation, employees are placed an unpaid status* in the HR/Payroll system as annual or sick usage is not permitted during the Worker’s Compensation period.
- Upon the employee’s return, accrual rates may need to be prorated as outlined in the proration charts in the Time Off and Leave Guide.

**Personal Leave** – Employees can request personal leave for absences that do not fall under another university leave category.

- Employees approved for personal leave are required to exhaust all applicable annual and sick time upon personal leave approval.
- If the reason for personal leave falls under allowable absences under university sick time, then both annual and sick time should be exhausted.
- If the reason for personal leave does not fall under allowable absences under university sick time policy, then only annual needs to be exhausted.
- Any annual, sick or unpaid time requested during the personal leave period should be submitted through the Kronos Time Off Tracking system. (UPD staff under a CBA and medical residents should use their departmental time off tracking system.)
- If an employee goes into an unpaid status* during any type of leave, the manager (or HR representative) should notify Benefits. Failure to notify Benefits may negatively affect the employee’s benefits and may cause an overpayment.
- Upon the employee’s return, accrual rates may need to be prorated as outlined in the proration charts in the Time Off and Leave Guide.

**IMPORTANT INFORMATION ABOUT PAID STATUS**

- Employees who maintain full paid status during a leave of absence will accrue annual and sick time normally.
- For the purpose of accruals, employees in paid status are those who receive pay that is processed through GW Payroll Services, such as regular hours, holiday pay, annual and sick time, 100% GW paid short-term disability and staff paid parental leave.
- If an employee is approved for 50% GW paid STD, accrual rates may need to be pro-rated per university policy unless supplementing with other paid time off to retain fully paid status.
- Voluntary short-term disability, long-term disability and worker’s compensation are paid by outside administrators; therefore, those pay types are not considered paid status under GW time off policy.
- An employee in an unpaid status for a full calendar month will not accrue annual or sick time for that month.
- Employees, who maintain paid status for some portion of a calendar month, will receive prorated annual and sick time for that month, as outlined in the proration charts in the Time Off and Leave Guide.

Questions? Contact GW Benefits at timeoff@gwu.edu or 571-553-8382.