Lea ve of Absence

FMLA only (Staff & Faculty, Does not apply to med centers)

Inside of Workday

BEGIN

I need to go on FMLA leave.

The employee needs time away from work for a reason that may be covered by FMLA (Family and Medical Leave Act).

Primary reasons include:

- Sick/Injured leave of absence
- Becoming a parent leave absence

Staff?

Step 1. Request LOA

Use Enter Absence to request the date range employee will need to be on leave. Use one of the following types:

- LOA—General Request—Sick/Injured/Family Member care Leave
- LOA—General Request—Becoming a Parent Employee, HR Partner, or Academic Partner

Step 2. Complete Form(s)

Complete the appropriate healthcare Provider certification form(s) and submit to UWHR.

Step 3. Review Form(s)

Campus HR or Academic HR will review the forms submitted. Follow-up will happen if necessary at this step.

Step 4. Send Email

An email will be sent to the employee’s supervisor and/or HR Partner (Campus HR) or dean’s office (Academic HR) with approved leave type and date range.

Step 5. Approve

Absence Office Partner will change leave type to “FMLA Approved” which will appear on the employee’s absence calendar in Workday.

Step 6. Enter Time Off

Enter time off for leave, record this as sick leave:

- Do not take days that you would typically work (e.g., Sat & Sun for Mon-Fri workers)
- FMLA leave is continuous
- If leave is intermittent, indicate the reason in the Employement that says “ FMLA” in the reasons for leave selection. Enter dates (Start to End).

Step 7. Absence Tracking

Add an amount of leave entitlement time only if applicable:

- Tracking time off for the days that the employee works.
- If leave is intermittent, track FMLA leave tracking on tab that says “FMLA” included in the time off block reason.

Step 8. Return from Leave

Return employee from Leave in Workday on the day they return.

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