FAMILY AND MEDICAL LEAVE - The federal and District of Columbia Family and Medical Leave Acts provide unpaid, job-protected leave to eligible employees so that they can care for their families or themselves in the event of certain situations.

Employees must work at least 1,000 hours in the 12-month period immediately preceding the beginning of the requested leave and have a qualifying reason to be eligible for DC FMLA. Employees must work at least 1,250 hours in the 12-month period immediately preceding the beginning of the requested leave and have a qualifying reason to be eligible for federal FMLA.

Eligible employees can take up to 16 workweeks of family leave and 16 workweeks of medical leave in a 24-month period with a qualifying event and accompanying medical or other required documentation under the DC FMLA. The federal FMLA allows 12 workweeks of combined family and medical leave in a 12-month period. When applicable, DC FMLA and federal FMLA run concurrently.

Qualifying FMLA events include:
- Birth or placement of a child or to care for a newborn child,
- To care the employee’s family member with a serious health condition,
- For the employee’s own serious health condition,
- A covered family member’s active duty or call to active duty in the National Guard or Reserves in support of a contingency operation (federal FMLA), or
- To care for an injured or ill covered service member (federal FMLA)

Employees on FMLA leave can use annual, sick, GW paid STD or paid parental leave to remain in paid status or take their leave unpaid. Information on how to apply for FMLA can be found on the GW Benefits website at https://benefits.gwu.edu/fmla.

MILITARY DUTY LEAVE - Employees are entitled to take leave to comply with military orders as described in USERRA. Employees can take military duty leave for orders for the Reserves, the National Guard as well as for active duty in all branches of the military. Employees on military duty leave can use accrued annual or sick time to remain in paid status or take their leave unpaid. Information on how to apply for military leave can be found on the GW Benefits website at https://benefits.gwu.edu/military-duty-leave.

DC PARENTAL LEAVE - Employees are eligible to take up to twenty-four hours of leave in a 12 month period to attend their child’s school related activities. Employees on DC Parental leave can use accrued annual time to remain in paid status or take their leave unpaid. Information on how to apply for DC parental leave can be found on the GW Benefits website at https://benefits.gwu.edu/dc-parental-leave.

PERSONAL LEAVE - Employees may request a personal leave of absence for situations that do not fall within the provisions of other university leave categories. Employees must submit a written request for a personal leave in advance of the intended leave to the appropriate department head. All applicable accrued annual and sick time must be exhausted during personal leave. Information on how
to apply for personal leave can be found on the GW Benefits website at https://benefits.gwu.edu/personal-leave-absence.

**PAID TIME OFF**

**ANNUAL TIME** – Full-time regular employees accrue annual time according to the table below:

<table>
<thead>
<tr>
<th>Service Period</th>
<th>Full-Time Nonexempt Employees Annual Days Accrued</th>
<th>Full-Time Exempt Employees Annual Days Accrued</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 through the end of the 2\textsuperscript{nd} year</td>
<td>13</td>
<td>15</td>
</tr>
<tr>
<td>3\textsuperscript{rd} through the end of the 4\textsuperscript{th} year</td>
<td>15</td>
<td>18</td>
</tr>
<tr>
<td>5\textsuperscript{th} through the end of the 15\textsuperscript{th} year</td>
<td>21</td>
<td>21</td>
</tr>
<tr>
<td>After the 15\textsuperscript{th} year</td>
<td>24</td>
<td>24</td>
</tr>
</tbody>
</table>

Full-time Research employees accrue annual time at the rate of 1.75 days per month. Medical Residents should refer to the Resident Manual provided by the Office of Graduate Medical Education.

Annual time accrual for regular part-time employees is based on their percentage of effort. Accrual rates for part-time employees can be found in the Manager’s Toolkit on the University Human Resources website at https://hr.gwu.edu.

All annual time is available on the first day of each fiscal year (July 1) and may be borrowed in advance of accrual. Supervisors must approve annual time before it begins, if it is scheduled, or be notified through established departmental procedures if it is unscheduled. Annual time must be used by the end of the fiscal year.

Accrual of annual time for a month may be pro-rated for a number of reasons including periods of unpaid absences, such as leave taken under the Family and Medical Leave Act (FMLA) or personal leave.

**SICK TIME** – Full-time regular employees accrue 1 day of sick time per month. Sick time accrual for regular part-time employees is based on their percentage of effort. Accrual rates for part-time employees can be found in the Manager’s Toolkit on the University Human Resources website at https://hr.gwu.edu.

Accrued sick time is credited on the last working day of each month and may not be used prior to its actual accrual. Sick time may be used for absences due to illness or medical treatment or medical care of yourself or a family member. As used in this policy, the term “family member” is defined on the University Human Resources website at https://hr.gwu.edu. Sick time may also be used for any period of
approved leave under the Federal or D.C. Family and Medical Leave Acts and for military duty leave under USERRA.

In accordance with the DC Sick and Safe Leave Act, sick time may also be used in the event that an employee or an employee’s family member is the victim of stalking, domestic violence, or sexual abuse and the absence is directly related to seeking medical, social or legal services pertaining to the violent or abusive conduct. Hourly employees (those considered non-regular, wage or Colonial Temp) may also be eligible for sick time coverage under the DC Sick and Safe Leave Act.

**BEREAVEMENT** - Employees can take up to three days of paid time off in the event of the death of a family member. As used in this policy, the term “family member” is defined on the University Human Resources website at [https://hr.gwu.edu](https://hr.gwu.edu).

**BIRTHDAY** - Employees accrue one day of paid time off for their birthday after ten years of university service. Employees must take birthday time on their birthday or within 10 calendar days before or after their birthday. Birthday time is not compensable upon termination or transfer to a temporary position.

**JURY DUTY** – Employees can take paid time off to comply with a jury summons. Employees summoned to jury duty should submit the supporting court documents to their supervisor upon their return to work. Employees are required to report to work on those days or partial days when court attendance is not required, unless otherwise instructed by their supervisor.

**PAID PARENTAL** – GW will provide up to six continuous weeks of paid parental leave for benefits eligible full-time staff with 2 or more years of service. This applies to staff members who have given birth or are the spouse/partner of the birth mother; the placement of a child with the employee for adoption; or the placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibility. The leave must be taken immediately following the birth, adoption, or other eligible circumstance. Paid parental leave will run concurrently with FMLA and short term disability, when applicable. More details on paid parental leave can be found on the GW Benefits website at [https://benefits.gwu.edu/paid-parental-leave](https://benefits.gwu.edu/paid-parental-leave).

More information on university paid time off policies can be found on the University Human Resources website at [https://hr.gwu.edu](https://hr.gwu.edu).

For information on applying for a leave of absence as well as benefits continuation information during a leave of absence, please visit the GW Benefits website at [https://benefits.gwu.edu](https://benefits.gwu.edu).