

## LEAVE TIMEKEEPING PROCESS

### **FMLA TIMEKEEPING**

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, GW's FMLA administrator. FMLA application instructions are available on the GW Benefits website at <https://benefits.gwu.edu/fmla>

**NOTE:** Reporting FMLA absences to Lincoln Financial is a separate action from payroll processing. If an employee wants to use annual, sick or unpaid time during FMLA absences, those pay requests should be submitted to the employee's manager as normal for payroll processing.

### **PAID PARENTAL LEAVE TIMEKEEPING**

GW provides eligible full-time staff up to 6 weeks of Paid Parental Leave (PPL) for the birth, adoption or foster care placement of a child. Once approved for PPL, GW Benefits will notify HR of the approval and will process the employee's payroll for the duration of the approved benefit. Timekeepers should continue to process the employee's payroll until PPL has been approved and HR has been notified. Timekeepers should resume timekeeping responsibilities for the employee once PPL ends. At the conclusion of the PPL benefit, GW Benefits will provide HR with the approval dates so that the employee's annual and sick time balances can be amended, if necessary.

**NOTE:** If an employee is approved for Paid Parental Leave, accrual rates remain normal during the approved benefit period.

### **GW PAID SHORT-TERM DISABILITY TIMEKEEPING**

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 appropriate deductions) for the duration of the disability, after the 14 calendar day benefit elimination period. The employee can elect to use their accrued annual or sick time during the elimination period or take unpaid time. Once approved for GW Paid STD, GW Benefits will notify HR of the approval and will process the employee's payroll for the duration of the approved benefit. Timekeepers should continue to process the employee's payroll until GW Paid STD has been approved and HR has been notified. Timekeepers should resume timekeeping responsibilities for the employee once GW Paid STD ends. At the conclusion of the GW Paid STD benefit, GW Benefits will provide HR with the approval dates so that the employee's annual and sick time balances and accrual rates can be amended, if necessary.

**NOTE:** If an employee is approved for 100% GW Paid STD, accrual rates remain normal during the approved benefit period. 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).

## **OTHER TIMEKEEPING INFORMATION**

### **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. The employee’s timekeeper should continue to process the employee’s payroll while the employee is approved for VSTD or until the employee goes into an **unpaid status\***. Upon the employee’s return, accrual rates may need to be prorated as outlined in the pro-ration charts in the Manager’s Toolkit on the HR website.

### **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. Upon the employee’s return, accrual rates may need to be prorated as outlined in the pro-ration charts in the Manager’s Toolkit on the HR website.

### **Personal Leave**

Employees approved for personal leave are required to exhaust all applicable annual and sick time upon personal leave approval. For example, if the reason for personal leave is to care for family member, then both annual and sick time should be exhausted. If the reason for personal leave not fall under allowable absences under university sick time policy, then only annual needs to be exhausted. The employee’s timekeeper should continue to process the employee’s payroll until the employee goes into an **unpaid status\***. Upon the employee’s return, accrual rates may need to be prorated as outlined in the pro-ration charts in the Manager’s Toolkit on the HR website.

**\*IMPORTANT: If an employee goes into an unpaid status during any type of leave, the manager (or HR representative) should notify GW Benefits.** Failure to provide GW Benefits with an employee’s unpaid status or a delay in providing this information may negatively affect the employee’s benefits and may cause an overpayment.

**Questions? Contact GW Benefits at [benefits@gwu.edu](mailto:benefits@gwu.edu) or 571-553-8382.**