

How Protected Leave looks on your time sheet

- ✓ You need to account for all hours in your regular workday with either paid and/or unpaid leave as appropriate.
- ✓ Classified hourly employees that are not working or using accrued leave **must** still record LWOP on their timesheet.

➤ Continuous Protected Leave

- Timesheet is prepopulated with “Leave of Absence” for dates of continuous leave
- Total Hours column will show the hours for the day as doubled (e.g., 8 hours Sick Leave + 8 hours of Leave of Absence)
- Pay Code and Hours must also be entered on timesheet using either the Advance request process (Pre-approved) or by entering the paid/unpaid leave pay code directly on your timesheet

INCORRECT: Timesheet with Continuous Protected Leave without Pay Code:

| Date | Pay Code | Hours | Leave C... | Comments |
|-----------|-----------------|-------|------------|----------|
| Wed 05/01 | Select Pay Code | 8.00 | 122 | |
| Thu 05/02 | Select Pay Code | 8.00 | 122 | |

CORRECT: Timesheet with Continuous Protected Leave with Pay Code (including LWOP):

| Date | Pay Code | Hours | Leave C... |
|-----------|------------------|-------|------------|
| Sun 05/05 | Select Pay Code | | |
| Mon 05/06 | Sick | 8.00 | |
| | Leave of Absence | 8.00 | 122 |
| Tue 05/07 | Sick | 8.00 | |
| | Leave of Absence | 8.00 | 122 |

NOTE: Total Hours for the day will be doubled.

➤ Intermittent Protected Leave

- Timesheet is **NOT** prepopulated with “Leave of Absence”
- Leave Case is associated directly with Pay Code and Hours either by requesting paid/unpaid leave in advance (pre-approved leave request) or by recording the pay code (e.g., sick, vacation) and case number directly on the timesheet.

| Date | Pay Code | Hours | Leave C... | Clock Location |
|-----------|---------------------|-------|------------|----------------|
| Mon 07/01 | Select Pay Code | | | |
| | Sick - Pre-Approved | 8.00 | 1163 | |
| Tue 07/02 | Select Pay Code | | | |
| | Sick - Pre-Approved | 8.00 | 1163 | |
| Wed 07/03 | Select Pay Code | | | |
| | Sick - Pre-Approved | 8.00 | 1163 | |

➤ **Protected Leave & Disability Benefits**

If you are receiving disability benefits from your PEBB disability plan, you may elect to:

- Use no accrued leave; or
- Supplement your disability benefit with 40% or 100% of accrued paid leave (e.g., vacation, sick).
- Use of sick leave will reduce your disability benefit dollar for dollar.
- Election to use or retain accrued leave must be made prior to going out on FMLA/OFLA leave.
- Once your disability benefits end, you must resume using your accrued leave.

Example 1: Supplement with 40% Vacation: Employee normally works 8 hours per day. In this example, leave hours were entered directly onto the timesheet (*leave can also be requested/entered via the pre-approved leave request process*).

Timesheet

By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and a

| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|-----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | | | | | | | | | | | | | | | | | | | | | | Pay Code | | | | | | | | | | | | | | | | | | | | | | Hours | | | | | | | | | | | | | | | | | | | | | | Leave C... | | | | | | | | | | | | | | | | | | | | | |
| Sun 06/14 | | | | | | | | | | | | | | | | | | | | | | Select Pay Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mon 06/15 | | | | | | | | | | | | | | | | | | | | | | LWOP | | | | | | | | | | | | | | | | | | | | | | 4.80 | | | | | | | | | | | | | | | | | | | | | | 3983 | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | Vacation | | | | | | | | | | | | | | | | | | | | | | 3.20 | | | | | | | | | | | | | | | | | | | | | | 3983 | | | | | | | | | | | | | | | | | | | | | |
| Tue 06/16 | | | | | | | | | | | | | | | | | | | | | | Select Pay Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

NOTE: Case # is to be associated with both the LWOP & Accrued Leave taken.

LWOP entered at 60% of daily hours (8 x .60)
 Vacation entered at 40% of daily hours (8 x .40)

Example 2: Does NOT supplement disability benefit. In this example, leave hours were entered directly into the timesheet (*leave can also be requested/entered via the pre-approved leave request process*).

Timesheet

By entering hours in my timesheet in EmpCenter below, I am certifying each entry to be a true and a

| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | | | | | | | | | | | | | | | | | | | | | | Pay Code | | | | | | | | | | | | | | | | | | | | | | Hours | | | | | | | | | | | | | | | | | | | | | | Leave C... | | | | | | | | | | | | | | | | | | | | | |
| Sun 06/14 | | | | | | | | | | | | | | | | | | | | | | Select Pay Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mon 06/15 | | | | | | | | | | | | | | | | | | | | | | LWOP | | | | | | | | | | | | | | | | | | | | | | 8.00 | | | | | | | | | | | | | | | | | | | | | | 3983 | | | | | | | | | | | | | | | | | | | | | |
| Tue 06/16 | | | | | | | | | | | | | | | | | | | | | | Select Pay Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

LWOP entered for all daily hours; include Case #

➤ **Protected Leave & Workers' Compensation Benefits**

If you are receiving Workers' Compensation Time Loss benefits the benefit with your accrued leave, using sick leave first. You may elect to:

- Use no accrued leave (see Example 2 above); or
- Supplement the Time Loss benefit with accrued leave at the rate of 1/3 hours per day (.33)

| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|-----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|-------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | | | | | | | | | | | | | | | | | | | | | | Pay Code | | | | | | | | | | | | | | | | | | | | | | Hours | | | | | | | | | | | | | | | | | | | | | | Leave C... | | | | | | | | | | | | | | | | | | | | | |
| Sun 06/14 | | | | | | | | | | | | | | | | | | | | | | Select Pay Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mon 06/15 | | | | | | | | | | | | | | | | | | | | | | LWOP | | | | | | | | | | | | | | | | | | | | | | 5.36 | | | | | | | | | | | | | | | | | | | | | | 3983 | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | Sick | | | | | | | | | | | | | | | | | | | | | | 2.64 | | | | | | | | | | | | | | | | | | | | | | 3983 | | | | | | | | | | | | | | | | | | | | | |

LWOP entered at 2/3 of daily hours (8 x .67)
 Sick entered at 1/3 of daily hours (8 x .33)

NOTE: Case # is to be associated with both the LWOP & Accrued Leave taken.