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:

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

Pay Code with hours
Prepopulated: Leave of Absence w/Cas e #

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.

Request Leave in advance or enter directly on timesheet.

Add Case # to Pay Code via leave request or enter directly on timesheet.

*Must also have a Pay Code and hours
*Do NOT associate leave case with Pay Code

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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).

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Hours</th>
<th>Leave Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 06/14</td>
<td>LWOP</td>
<td>4.80</td>
<td>3983</td>
</tr>
<tr>
<td>Mon 06/15</td>
<td>Vacation</td>
<td>3.20</td>
<td>3983</td>
</tr>
</tbody>
</table>

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

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).

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Hours</th>
<th>Leave Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 06/14</td>
<td>LWOP</td>
<td>8.00</td>
<td>3983</td>
</tr>
</tbody>
</table>

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

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)

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Hours</th>
<th>Leave Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 06/14</td>
<td>LWOP</td>
<td>5.36</td>
<td>3983</td>
</tr>
<tr>
<td>Mon 06/15</td>
<td>Sick</td>
<td>2.64</td>
<td>3983</td>
</tr>
</tbody>
</table>

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