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 <u>must</u> 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 <u>without</u> Pay Code:

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CORRECT: Timesheet with Continuous Protected Leave <u>with</u> Pay Code (including LWOP):

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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.

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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*).

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Example 2: Does <u>NOT</u> 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*).

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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)

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