Leaves of Absence
HR's 2024 Spring Training Series

March 27, 2024

Presented by
Human Resources
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Introductions and Agenda

• Introductions of presenters and attendees

Agenda:

• Broad overview of the various leave options
• Review HR Resources:
  • HR Website: https://wmich.edu/hr
  • Employee Handbook, Section 11: https://wmich.edu/hr/handbook-leave
  • Collective Bargaining Agreements:
    • Staff: https://wmich.edu/hr/policies/staffcollectivebargaining
    • Faculty: https://wmich.edu/academic-labor-relations/agreements
  • Leave of Absence forms: https://wmich.edu/hr/forms/leaves
• Questions

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What word comes to mind when you think about leaves at WMU?

① Start presenting to display the poll results on this slide.
LOA Considerations

- What employee group
- What is the leave needed for
- Paid vs unpaid
- Policies/Procedures/CBA's
- How much time is needed
- Eligibility
- Who do I notify & when
- What paperwork is needed
- Is documentation needed
- What if LOA is needed beyond paid leave
- Reduced schedule options
- Reporting time to timekeepers
- How to return from a LOA
- Are there physical restrictions
- Next steps

Employee eligibility may vary based on your employee group. Please consult the Employee Handbook (non-bargaining) or your specific collective bargaining agreement for specific leave options.

Types of Leaves

**Paid Leave Options**

- Annual
- Sick
- Jury duty and court-required service
- Bereavement
- Professional development
- Sabbatical
- Necessity
- Parental

**Unpaid Leave Options**

- Faculty professional development
- Some bargaining groups have an unpaid union business/activity/office leave
- Political office
- Personal
- Military
- Family and medical leave of absence
- Sick leave (unpaid)

Employee eligibility may vary based on your employee group. Please consult the Employee Handbook (non-bargaining) or your specific collective bargaining agreement for specific leave options.
Paid Leave Options

Annual

- Used for vacation time and personal business
- Pre-approved by your supervisor
- Eligible benefits-eligible faculty and staff receive annual leave in a lump sum allotment each July 1 for the coming fiscal year (July to June)
- Prorated initial year of employment and reduced FTE
- May be used as soon as it is available
- Use in blocks of either hours or days
- Annual Leave is generally used by June 30 of the fiscal year in which it is allocated and up to 24 hours maximum can carry over to the next fiscal year allotment on July 1
- Academic Year appointed faculty and coaches are not eligible for annual leave hours

Employee eligibility may vary based on your employee group. Please consult the Employee Handbook (non-bargaining) or your specific collective bargaining agreement for specific leave options.
## Sick

<table>
<thead>
<tr>
<th>Fiscal-year faculty, bargaining and non-bargaining staff</th>
<th>Academic-year faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accruals are prorated based on straight-time hours paid.</td>
<td>Credit for sick leave will be granted at the start of each semester or session.</td>
</tr>
<tr>
<td>Sick leave is accrued based on the number of hours in a pay period X .05. Examples: - 80 hours (10 day pay period) X .05 = 4  - 88 hours (11 day pay period) X .05 = 4.4</td>
<td>Credited on the basis of five days per semester (Fall and Spring) and two and one-half days per session (Summer I/II).</td>
</tr>
<tr>
<td>Maximum calendar-year accrual: 104 hours (13 days).</td>
<td>Maximum fiscal-year accumulation: 104 hours (13 days).</td>
</tr>
<tr>
<td>Maximum total accumulation is 2080 hours (260 days).</td>
<td>Maximum total accumulation is 1600 hours (200 days).</td>
</tr>
</tbody>
</table>

Employee eligibility may vary based on your employee group. Please consult the Employee Handbook (non-bargaining) or your specific collective bargaining agreement for specific leave options.

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## Jury Duty and Court-Required Service

- **Eligibility**
  - Jury duty
  - Subpoenaed witness
- **Notification and returning to work**
- **Payment**
- **Documentation**
  - [https://wmich.edu/hr/forms/juryduty](https://wmich.edu/hr/forms/juryduty)
- Personal court-required services are not covered under this LOA

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Bereavement / Funeral

- Up to five days of paid bereavement leave is available to regular employees (including probationary employees) upon the death of an immediate family member.

- Immediate family member is defined as the:
  - Employee's current spouse
  - Employee's or employee's current spouse’s:
    - Children (including foster children and children under legal guardianship)
    - Grandchildren
    - Parents (including stepmothers and stepfathers)
    - Grandparents
    - Siblings (including stepsisters and stepbrothers)

- Consult HR when bereavement leave is not applicable.

Employee eligibility may vary based on your employee group. Please consult the Employee Handbook (non-bargaining) or your specific collective bargaining agreement for specific leave options.

Professional Development

- Mutual benefit of WMU and the employee

- Should assist to improve employee performance by providing for a period of concentrated scholarly work, research, or other professional development.

- Faculty (Article 42, §8.2)
  - Faculty in University Libraries and Counseling Services - Sindecuse
  - Eligible for up to ten (10) days

- Staff Compensation System (Employee Handbook, section 11)
  - Exempt staff to improve their performance by providing time for research or other developmental activities
  - Paid and unpaid option

Employee eligibility may vary based on your employee group. Please consult the Employee Handbook (non-bargaining) or your specific collective bargaining agreement for specific leave options.
Additional Faculty Paid Options

- Sabbatical leave (Article 26)
  - Primary purpose is to encourage and promote the professional growth of the faculty and to enhance their scholarly and teaching effectiveness

- Necessity leave (Article 27.§9)
  - Full compensation of up to five (5) business days
  - Available on an annual basis and is noncumulative

- Parental leave (Article 27.§8)
  - Eligible up to six (6) weeks
  - In situations where both parents are eligible, a combined six (6) weeks of paid parental leave may be granted

Employee eligibility may vary based on your employee group. Please consult the Employee Handbook (non-bargaining) or your specific collective bargaining agreement for specific leave options.

Unpaid Leave Options
Unpaid Options

- Faculty Professional leave (Article 27 §3)
  - Professional LOA for research, advanced study, or other professional development activities
- Some bargaining groups have an unpaid union business/activity/office leave
- Political office
  - Either continue to perform all duties or take a leave of absence without pay
- Personal LOA

Employee eligibility may vary based on your employee group. Please consult the Employee Handbook (non-bargaining) or your specific collective bargaining agreement for specific leave options.

Military

- Voluntary or involuntary performance of duty with the Armed Services, or their reserve components, including:
  - Coast Guard, the Army National Guard, the Air National Guard, or the commissioned corps of the Public Health Service
- Available to all full- and part-time, non-temporary employees, including probationary employees
- Granted an unpaid leave of absence and reinstatement privileges

Employee eligibility may vary based on your employee group. Please consult the Employee Handbook (non-bargaining) or your specific collective bargaining agreement for specific leave options.
Family & Medical Leave Act (FMLA)

- The FMLA was passed in 1993 by the Department of Labor (DOL). WMU is a public institution and is required to comply with FMLA regulations.
- It is an unpaid LOA and may be used concurrently with paid leave option(s), which may include:
  - Sick Leave
  - Annual Leave
  - Necessity Leave (AAUP only)
  - Parental Leave (AAUP only)
  - Long Term Disability (LTD) – elected benefit
- Employees are responsible to report hours used accurately
- No two FMLA leaves are exactly the same!
  - Full / “continuous” leave – employee will not be at work
  - Intermittent leave
  - Reduced work schedules may be taken intermittently
- Supervisors should refer employees to HR to discuss FMLA and/or other leave options, benefits and return to work requirements.

Employee eligibility may vary based on your employee group. Please consult the Employee Handbook (non-bargaining) or your specific collective bargaining agreement for specific leave options.

FMLA Qualifying Events

1. For the birth of a child and to care for the newborn child
2. For placement with the employee of a child for adoption or foster care
3. To care for the employee’s spouse, child or parent with a serious health condition
4. Because of a serious health condition that makes the employee unable to perform the functions of the employee’s job
5. Because of any qualifying exigency arising out of the fact that the employee’s spouse, child or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty status)
6. To care for a covered service member with a serious injury or illness if the employee is the spouse, child, parent or next of kin of the covered service member

Employee eligibility may vary based on your employee group. Please consult the Employee Handbook (non-bargaining) or your specific collective bargaining agreement for specific leave options.
Timekeeper Responsibilities

- Record FMLA hours on PeopleSoft WMU FMLA Leave panel
  - Must be submitted each week
  - If hours are not submitted timely, an FMLA correction form must be submitted to HR to record past FMLA hours

- Each payroll during the leave,
  - Non-exempt/Hourly
    - If paid, record leave hours used in Kronos
    - If unpaid, no hours will be reported
  
  - Exempt/Salaried
    - If paid, record leave hours used on the Semimonthly Leave Entry panel - PeopleSoft
    - If unpaid, each payroll during the leave, record unpaid hours on a Semimonthly Correction Form and send to Payroll

- If employee is on continuous unpaid leave, HR will update their payroll status to inactive

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Timekeeper Responsibilities

- FMLA Leave

  - EmpId: 1903  Baxter Bronco
  - FMLA Request ID: 001  Begin Date: 01/01/2015  Return Date: 07/01/2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Total Hours Processed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/01/2015</td>
<td>4.50</td>
<td>3.75</td>
<td>5.00</td>
<td>0.50</td>
<td>0.00</td>
<td>11.25</td>
</tr>
</tbody>
</table>

  - Blank row for adding weekly hours

  - NOTE: the FMLA week starts with SUNDAY
    - Enter the number of FMLA hours used PER DAY for the week - tab out of each box
      - Hours per day cannot exceed regularly scheduled hours
      - Report paid AND unpaid FMLA hours
      - Check entry before saving
    - At hours are entered, a weekly total is displayed at the end of the row
    - The system edits to ensure that days of the week fall within the time frame of the FMLA Request IDs
      Begin and Return dates (which are displayed at the top of the page)
Sick (unpaid)

- Can be requested in the event that an employee has used all of their accumulated paid sick leave and/or has exhausted benefits under FMLA and is unable to return to work due to personal illness or injury.
- A staff member granted an unpaid sick leave is not guaranteed a position at the end of that leave.

Employee eligibility may vary based on your employee group. Please consult the Employee Handbook (non-bargaining) or your specific collective bargaining agreement for specific leave options.

Common FAQ’s

- How does an employee know they are approved for a LOA
- How does a supervisor know an employee’s LOA is approved
- How does the timekeeper know what to enter/process
- What if an employee does not return from a LOA
- What if an employee tries to return without clearance
- Can an employee come back with restrictions
- Department accommodations
- Is remote work available

Employee eligibility may vary based on your employee group. Please consult the Employee Handbook (non-bargaining) or your specific collective bargaining agreement for specific leave options.
Resources

- Leaves Plans – Employee Handbook, Section 11: https://wmich.edu/hr/handbook-leave

- Collective Bargaining Agreements:
  - Staff: https://wmich.edu/hr/policies/staffcollectivebargaining
  - Faculty: https://wmich.edu/academic-labor-relations/agreements

- Leave of Absence forms: https://wmich.edu/hr/forms/leave

- PeopleSoft FMLA Usage panel instructions: https://wmich.edu/hr/office-management

- FMLA Hours Usage Correction Form: https://wmich.edu/hr/forms/business

- HR Website: https://wmich.edu/hr

Employee eligibility may vary based on your employee group. Please consult the Employee Handbook (non-bargaining) or your specific collective bargaining agreement for specific leave options.

Human Resources Contacts

- HR Service Center #: (269) 387-3620
  - Office Location: 1270 Selbert Administration Building
  - Hours of operations:
    8 a.m. to 5 p.m. Mondays, Tuesdays, Thursdays, and Fridays
    9 a.m. to 5 p.m. Wednesdays

- Human Resources Business Partners:
  - Amy Moran – (269) 387-3643
  - Isys McCormack – (269) 387-3646
  - Karie Dalley – (269) 387-3637
  - Katina Mayes – (269) 387-3651
  - Trisha Priest – (269) 387-3650

- HR Services, Director: Greta Clay – (269) 387-3647
Questions, Answers and Discussion

Thank you for attending this training session!

Please complete the **slido** survey on the next slide.