



Need time off due to a serious medical condition or parental life event?

Faculty, Administrative Professional and Civil Service employees who need to take full time, part time, or intermittent time off for a serious medical condition or parental life event, generally over three days, are to officially request a Leave of Absence. For pregnancy parental events see the [Pregnancy and Parental Related](#) webpage. See below for next steps.

Step One

- Request a Leave of Absence (LOA) and submit a LOA questionnaire through Workday as soon as the leave need is known. See Workday guide [Employee Request a Leave of Absence](#) section Enter a Time Off While On Leave of Absence for instruction.
- Human Resource Services Disability Services assesses LOA requests within five days of receipt. If eligible, the LOA request will either be provisionally approved pending supporting medical documentation, if applicable, or will receive final approval if Disability Services has already received supporting documentation. LOA designations will appear in Workday Manage Absence Calendar LOA provisional and final approvals.

Step Two

For medically required LOA requests, it is the employee's responsibility to ensure the Healthcare Provider (HCP) completes and returns medical documentation supporting the need for a leave of absence. Documentation is to be submitted in advance of any foreseeable event or as soon as known for an unexpected event.

- The [Health Care Provider Statement](#) provides supporting medical documentation for the LOA and is to be sent directly to HRS Disability Services. Please do not attach medical documentation to the Workday request.
- Supporting medical documentation may be provided in another format, so long as it is signed by a licensed medical professional, and **states when an employee needs to medically stop working, for how long, and at what frequency (full time, part time, intermittent) an employee needs to be off work.**
- If documentation submitted is insufficient, employees may be required to contact the HCP. HRS DS will notify the employee should this be necessary. LOA designations may be delayed until sufficient documentation is received.

Step Three

If an LOA is approved (see LOA provisions below) the employee is responsible to review Workday notifications, and their designation letter distributed through Workday to verify accuracy. To maintain Workday LOA documentation for their files, they may download and/or print the LOA designation letter upon receipt. Employees who unable to print and require a copy be mailed to their home address are to contact Disability Services at hrs.disabilityservices@wsu.edu.

Step Four

- LOAs designated by HRS Disability Services are not a "time off." Time off entry is how an employee's pay is accurately accounted for, when an LOA has been designated. **Time offs are to be entered in Workday at minimum, each pay period, to accurately account for time not worked, to avoid overpayment and accurately account for LOA entitlements under federal and state law as well as University provisions.**
- LOA designations allow employees to access and utilize time offs specific to the designation(s), i.e., sick leave for FMLA. See Workday guide [Employee Request a Leave of Absence](#) section Enter a Time Off While On Leave of Absence for instruction. Time off plans are managed at the department level. Contact your departmental supervisor or HR Partner (Department administrators) for assistance on managing time off plans or processes. HR Partners are identified by navigating in Workday to Profile > Contact > Supporting Roles.
- It is the employee's responsibility to communicate to their department how they would like time off entered in Workday they do not normally or are unable to enter themselves. It is the department's responsibility to ensure time/time off is entered each pay period.

Step Five

- Apply for any other benefits/partial wage replacement options if eligible and desired (see options below).
- Partial wage replacement programs DO NOT replace the requirement for employees to apply for WSU LOAs.

Step Six (As Needed)

- Employees on leave due to their own condition, not released without restriction on their submitted medical documentation or have a reevaluation date indicated, are required to have their HCP complete and return sufficient medical documentation. Either the [Medical Leave Work Assessment Return To Work](#) form or documentation in a format of an HCP's choice may be submitted to Disability Services, in order to determine leave needs, return to work dates, and/or limitations and the duration of limitations. Documentation is to include the frequency and duration of

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future leave needs and/or limitations. **Please note, WSU may not allow an employee to return to work, in any capacity, without a release from an HCP.**

LEAVE OF ABSENCE PROVISIONS	
Federal Provision	
SELF CARE or CARE FOR OTHERS	Family Medical Leave Act (FMLA) Employees who have worked for a State of Washington agency or institution of higher education for a total of 12 months (in the past seven years) and worked 1,250+ hours during the 12 months prior to the start of the LOA, are eligible for up to 12 weeks or equivalent hours based on FTE, of job and benefits protected leave during a rolling 12 month period.
Employees who have not worked for a state of Washington agency or institution of higher education for a total of 12 months (in the last seven years) and/or have not worked at least 1,250 hours during the 12 months prior to the start of the leave, will not be eligible for FMLA. These employees, as well as those who have exhausted FMLA may be eligible for other state and WSU leave policy provisions as outlined below.	
Washington State Provision	
CARE FOR OTHERS	Family Care Act (FCL) leave FCL may be approved if an employee remains in full paid status during the medically supported LOAs. Leave Without Pay (LWOP) usage ends the designation eligibility.
Washington State & WSU Provision	
BONDING	Parental Leave (PL) Eligible employees may request parental leave for up to 12 weeks for the birth and care of their newborn child or for the placement of a child with the employee for foster care or adoption. PL may only be approved within the first year after birth or placement. This leave may be in addition to any leave for illness or temporary disability due to pregnancy and/or childbirth.
SELF CARE or CARE FOR OTHERS	Paid Sick Leave Per 49.46.210 of the Revised Code of Washington, Washington Administrative Code (WAC) 357-31-130 and 357-01-172 , and Business Policies and Procedures Manual (BPPM) 60.43 , employees are eligible to use sick leave time off up to full time to provide care for self or an eligible family member.
WSU Provisions	
SELF CARE	Disability Leave (DL) not due to pregnancy/childbirth Employees not eligible for or have exhausted FMLA may be eligible for up to four months of full-time medically required leave. DL runs concurrently with FMLA.
SELF CARE	Disability Leave due to pregnancy and/or childbirth Employees who are unable to perform their job duties because of incapacity due to pregnancy and/or childbirth and are not eligible for or have exhausted FMLA may be eligible for up to four months of full-time medically required leave. DL runs concurrently with FMLA.
SELF CARE	Reasonable Accommodation(RA) Employees, who due to disability are unable to work or for whom work is not available for all or a portion of their job within HCP documented limitations, may be eligible for periods of extended medical leave as accommodation beyond a FMLA or DL designation. RA are subject to department review and Appointing Authority approval.
OTHER BENEFITS/ PARTIAL WAGE REPLACEMENT OPTIONS	
Receiving any of these benefits or WSU pay from wages or time off may impact the benefits employees receive from other sources. Employees should review the program requirements to ensure compliance.	
SELF CARE or CARE FOR OTHERS	State of Washington Paid Family Medical Leave (PFML) Employees may be eligible for a partial wage replacement benefit during the LOA period from WSU. The PFML program is managed by the Washington Employment Security Department (ESD) and does not replace WSU coordinated LOAs. Employees must also apply for LOAs as noted above. PFML benefit program is available on WSU's PFML site or the ESD's PFML website. Note: Employee's work not "localized" (do not work) in the state of Washington, may not be eligible for PFML. See PFML Eligibility Quiz for additional information.
SELF CARE	Long Term Disability Insurance (LTD) Employees off work or working less than 80% of their appointment due to their own condition for longer than 90 days, may be eligible for a partial wage replacement benefit from the LTD insurance policy. See the HRS LTD website for information about the plan, claim information and the LTD Plan Booklet.
SELF CARE or CARE FOR OTHERS	Shared Leave Employees may apply if experiencing major life events such as extraordinary or severe illness or injury, parental leave, and other qualifying events. If approved, any leave donations received may be utilized as if it were their own for a defined period. Qualifying criteria for Shared Leave for medical reasons exceeds that of qualifying criteria for other medical leaves.

It is an employee's responsibility to review the resources applicable to their period of leave. Refer to the [Disability Services](#) website for additional information, forms, links to employee required notices including [FMLA](#) and [PFML](#).

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Additional Question? Contact HRS Disability Services hds.disabilityservices@wsu.edu