

Take
**time
out**
to learn
about
**your
time
off**



TIME OFF & LEAVE GUIDE



Benefits

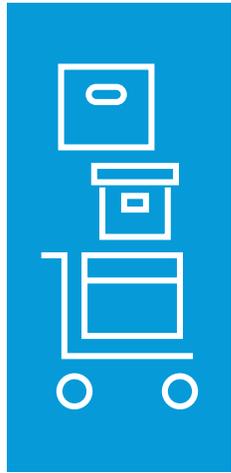


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The guidance and policies referenced in this Guide are not contracts with any employee. The university reserves the right to modify or discontinue its benefits programs in whole or in part at any time and without advanced notice, except as required by law. Nor does this guidance create, or is intended to create, a promise or representation of continued employment for any employee.

The provisions included in this Guide will take effect July 1, 2019.



Your Time Away

GW values the time you invest at the university, and we also recognize the importance of taking time away from work to rest and recharge, or attend to your health and family obligations. After all, making an investment in yourself brings renewed focus and creativity to your career at GW.

We invite you to explore your paid time off and unpaid leave options that aim to help you manage personal, medical and family needs.

Important to Note: While the Guide is the primary resource for time off and leave programs administered by Benefits, **faculty and medical residents** may be eligible for certain other leave programs unique to those categories of employees (such as faculty sabbatical or medical resident temporary disability leave). For more information about those programs, faculty should consult with the Office of Faculty Affairs, and medical residents should contact the Office of Graduate Medical Education.

If there is a direct conflict between this Guide and an applicable **Collective Bargaining Agreement** ("CBA"), the CBA will prevail. For librarians who fall under the Code for Librarians, if there is a direct conflict between this Guide and the Code for Librarians, this Guide will prevail.

Am I Eligible for Time Off?

Eligibility for the various time off and unpaid leave programs is dependent upon your primary job's employee class (e.g., faculty, staff, medical resident, wage/temporary, student employee), years of benefits-eligible service, if you are part-time or full-time, and in some cases your actual hours worked. Check out the "quick look" lists below and refer to the details in each of the following sections for information related to your eligibility. If you have any questions, please contact us at timeoff@gwu.edu. We're here to help you understand and take advantage of the programs available to you.

Quick Look at Paid Time Off Eligibility

- **Annual Time:** Benefits-eligible staff (including librarians and research staff)
- **Sick Time:** Benefits-eligible staff (including librarians and research staff), student employees, temporary/wage employees, medical residents, graduate teaching assistants and faculty.
- **Paid Parental Leave:** Benefits-eligible staff (including librarians, research staff, medical residents). Eligibility is based on years of service in a benefits-eligible position. Please see page 13 for details.
- **Bereavement:** Benefits-eligible staff (including librarians and research staff)
- **Jury and Witness Duty:** Benefits-eligible staff (including librarians and research staff)
- **Holidays:** Benefits-eligible full-time and part-time employees
- **Voting Time:** Benefits-eligible staff (including librarians and research staff)



Quick Look at Unpaid Leave Eligibility

• Family Medical and Leave Act (FMLA)

- ▶ To qualify for FMLA, you must meet the following conditions:
 - ▶ You must have worked at the university for a period totaling twelve (12) months. Periods of employment prior to a break in service of less than seven (7) years are allowed to count towards eligibility.
 - ▶ For FMLA under the DC Act, you must have been paid for at least 1,000 hours during the twelve (12) month period immediately preceding the beginning of your leave.
 - ▶ For FMLA under the federal act, you must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the beginning of your leave.

Federal and DC FMLA run concurrently and cannot be used consecutively if leave is covered under both laws.

Please note: *Temporary, wage and student employees are eligible for Federal and DC FMLA if they meet the requirements above.*

• Military Duty Leave

- ▶ You must be a service member called into military service.

• Personal Leave (Benefits-Eligible Staff Only)

- ▶ Staff who have fewer than six (6) months of service in a benefits-eligible position may request a personal leave of absence for a period not to exceed ten (10) workdays.
- ▶ Staff who have completed a minimum of six (6) months of service in a benefits-eligible position may request longer periods of personal leave.

• DC Parental Leave (for School Events)

- ▶ You must be an employee who is a parent, guardian, custodian, aunt, uncle or grandparent of a child, or the spouse or domestic partner of any of the above.

Managing Your Time

You, with the help of your manager, are responsible for managing your paid time off and unpaid leave to ensure you have accrued available time. If you cannot schedule your time away in advance, your manager should be notified through established departmental procedures as soon as possible.

Please note: *For unscheduled paid time off, upon your return, you must report the hours used in your time reporting system.*

Paid Time Off/Leave and Weather Flex Status

In the event of inclement weather, the university may announce an "**Open with Weather Flex**" operating status. In this circumstance, your scheduled and approved paid time off or paid leave (e.g., Paid Parental Leave, Short Term Disability) will take precedence.

For submitted and approved paid time off requests (e.g., annual time, sick time, bereavement, jury duty), the approved hours in Kronos will be deducted from the employee's respective paid time off balance.

Please visit the [HR website](#) for more information about reporting to work under various operating statuses.



Paid Time Off

Annual Time

Annual time provides benefits-eligible staff with the opportunity to have leisure time and to attend to personal matters. Whether it's celebrating an anniversary, planning a vacation, observing a religious holiday or just needing some time to tackle a laundry list of home improvement projects, we encourage employees to take time away. Just remember to request the time in advance and in accordance with established departmental procedures, as manager approval is required.

Am I eligible for annual time?

All benefits-eligible staff (including librarians, research staff) are eligible for annual time. Please see full-time and part-time accrual sections below for additional details.

For the purposes of calculating annual time, one (1) day equals eight (8) hours.

Annual Time Accrual

Annual time may be borrowed in advance of accrual.

Your annual time accrual for the full fiscal year is available to use on the first day of each fiscal year (July 1). Requests to use annual time must be submitted in accordance with departmental procedures. For example, if you are a benefits-eligible full-time staff member with five (5) years of benefits-eligible service, you will have 21 days of annual time available to use as of July 1 (although you will accrue 1.75 days per month).

Please note: Percentage of effort (the number of hours an employee is scheduled to work per week divided by 40) is used to determine part-time accrual calculations and is also referred to as full-time equivalent (FTE).

Anniversary Date and Change in Accrual

Changes in the accrual rate for annual time are based on years of benefits-eligible service. Changes are effective the first of the month following the employee's anniversary date in a benefits-eligible position, or on the employee's hire date anniversary if hired on the first of the month.

- **Example 1:** If an employee's anniversary date is March 18, any change in accrual rate would be effective on April 1. Similarly, if an employee transfers from a non-benefits-eligible position (e.g., temporary staff) to a benefits-eligible position (e.g. full-time staff) on March 18, any change in accrual rate would also be effective on April 1.
- **Example 2:** If an employee's anniversary date in a benefits-eligible position is April 1 (or an employee transferred into a benefits-eligible position effective April 1), any changes in accrual rate would be effective on April 1.

Annual Time Increments

Annual time can be taken in a minimum of fifteen (15) minute increments.



Annual Time Accruals

Staff

- Full-Time**

Benefits-eligible staff in full-time positions accrue annual time at rates that are based upon their years of benefits-eligible service:

Benefits-Eligible Years (Months) of Service	Maximum Annual Days (Hours) Accrued
Up to 2 (0 to 24 months)	15 (120 hours)
More than 2 up to 4 (25 - 48 months)	18 (144 hours)
More than 4 up to 15 (49 - 180 months)	21 (168 hours)
More than 15 (181+ months)	24 (192 hours)

Please note: For annual time calculation purposes, one (1) day equals eight (8) hours.

- Part-Time**

Benefits-eligible staff in part-time positions accrue annual time at rates that are based upon their benefits-eligible years of service and percentage of effort. To calculate, take annual days accrued based upon years of benefits-eligible service and multiply by the percentage of effort (number of hours an employee is scheduled to work per week divided by 40).

Benefits-Eligible Years (Months) of Service	Maximum Annual Days (Hours) Accrued
Up to 2 (0 - 24 months)	15 (120 hours)
More than 2 up to 4 (25 - 48 months)	18 (144 hours)
More than 4 up to 15 (49 - 180 months)	21 (168 hours)
More than 15 (181+ months)	24 (192 hours)

Please note: For annual time calculation purposes, one (1) day equals eight (8) hours.

“Real world” example:

“I’m a part-time employee who works 25 hours per week and has one year of service. How do I calculate my annual time?”

Multiply the number of days accrued based on your years of benefits-eligible service (15 days) by your percentage effort (25 hours/40 hours) 15 x 0.625 days = 9.375 days or 75 hours.



Research Staff

• Full-Time

Hired before July 1, 2019:

Benefits-Eligible Years (Months) of Service	Maximum Annual Days (Hours) Accrued
Up to 15 (0 - 180 months)	21 (168 hours)
More than 15 (181+ months)	24 (192 hours)

Hired on or after July 1, 2019:

Benefits-Eligible Years (Months) of Service	Maximum Annual Days (Hours) Accrued
Up to 2 (0 - 24 months)	15 (120 hours)
More than 2 up to 4 (25 - 48 months)	18 (144 hours)
More than 4 up to 15 (49 - 180 months)	21 (168 hours)
More than 15 (181+ months)	24 (192 hours)

Please note: For annual time calculation purposes, one (1) day equals eight (8) hours.

• Part-Time

Benefits-eligible research staff in part-time positions accrue annual time at rates that are based upon their years of benefits-eligible service and percentage effort.

To calculate, take annual days accrued based upon years of benefits-eligible service and multiply by the percentage of effort (number of hours an employee is scheduled to work per week divided by 40).

“Real world” example:

“I’m a part-time Research staff member, hired prior to July 1, 2019, who works 20 hours per week and has three years of service. How do I calculate my annual time?”

Multiply the annual number of days accrued (21 days) by your percentage effort (20 hours/40 hours) 21 days x 0.5 = 10.5 days or 84 hours.

Librarians

• Full-Time

Benefits-eligible librarians in full-time positions accrue annual time at the following rates:

Library	Benefits-Eligible Years (Months) of Service	Maximum Annual Days (Hours) Accrued
Gelman	N/A	22 (176 hours)
Himmelfarb	Up to 15 (0 - 180 months)	22 (176 hours)
	More than 15 (181+ months)	24 (192 hours)
Jacob Burns Law	Up to 15 (0 - 180 months)	22 (176 hours)
	More than 15 (181+ months)	24 (192 hours)

Please note: For annual time calculation purposes, one (1) day equals eight (8) hours.

Part-Time

Benefits-eligible librarians in regular part-time positions accrue annual time at rates that are based upon annual days accrued (based on library and their years of benefits-eligible service, as applicable) and percentage effort.

“Real world” example:

“I’m a part-time librarian at Gelman who works 25 hours per week and has one year of service. How do I calculate my annual time?”

Multiply the annual number of days accrued (22 days) by your percentage effort (25 hours/40 hours) 22 days x 0.625 = 13.75 days or 110 hours.



Annual Time Carryover

Eligible employees are encouraged to use their annual time during the fiscal year (July 1 to June 30) in which it is accrued. However, it is possible for an employee to have accrued but unused days as of June 30.

Full-time benefits-eligible staff can carryover up to 40 hours of accrued but unused hours days of annual time, as of June 30. Part-time employees can carryover up to 20 hours of accrued but unused annual time hours as of June 30. Carryover hours will automatically roll over into the next fiscal year and must be used by August 31 of the new fiscal year, or the time will be forfeited.

Borrowing annual time from future fiscal years is not permitted. Please see **Leaving the University** section for information on the payout of carryover days when an employee separates from the university.

Unscheduled Annual Time

Requests for annual time must be made in advance. However, there may be occasions where the need use annual time may not be foreseeable. In such cases, an employee must follow established department procedures to report their absence; otherwise, the absence may be treated as unauthorized, and the employee will be considered absent without approved leave/paid time (AWOL).

If it is determined that an employee is AWOL, annual time will not be accrued for the month in which the AWOL occurs. In addition, the employee is not paid for the day(s) for which AWOL occurred, and the employee may be subject to disciplinary action.

Tip: If you have a carryover balance available and request annual time, your carryover hours will automatically be used before current fiscal year annual time hours.

Did you know annual time can be used during family and medical leave?

Employees may elect to use accrued annual and/or sick time during an approved family and medical leave (FMLA) period in order to remain in paid status.

Any period of annual (or sick) time taken while on FMLA will run concurrently with the FMLA leave and **cannot be taken in lieu of FMLA** if the absence is FMLA qualifying.

Manager Tip Managers should establish call-in procedures through which employees can notify them in the event of an unplanned absence, and inform employees of these procedures. If an employee fails to follow established procedures, the absence may be treated as unauthorized, and the employee will be considered AWOL. A manager who believes that an employee is abusing annual (or sick) time, or that an employee's performance is declining due to excessive use of annual time, should consult with his/her HR representative for assistance in determining appropriate action.

Annual Time - Initial Ninety (90) Day Employment Period (IND)

The IND is defined as the first 90 calendar days of initial employment (i.e., employees new to GW) or the first 90 calendar days in a benefits-eligible position (i.e., GW employees transferring from a non-benefits eligible position to a benefits eligible position). While eligible employees accrue annual time from their date of hire, annual time may only be used by employees after completing their IND.

Manager Tip **Managing Time Off During the Initial 90-Day Employment Period (IND)**
Managers may consider permitting the use of annual time during the IND based on extenuating circumstances. Please consult with your HR Representative before approving or denying annual time requests during the IND.

If an employee's IND period starts on or after March 1 and is successfully completed, *all* accrued but unused time will roll over into the next fiscal year and should be used by the end of that fiscal year.

If an employee terminates during the IND and had taken accrued annual time with manager and HR approval (documentation of approval required), no repayment will be required.

Employees will not be paid for accrued but unused annual time if they leave the university for any reason during the IND.



Prorating Annual Time

Annual time accrual is prorated based on the employment start date. During periods of unpaid absence, annual time accrual is also prorated.

Proration During An Unpaid Absence

Prorated Annual Time	
Unpaid Workdays in Month	Annual Days (Hours) Accrued for Month
Up to 5	Normal Accrual Rate
More than 5 up to 11	1 (8 hours)*
More than 11 up to 16	0.5 (4 hours)*
More than 16	0

* Part-time employee's hours accrued will be based on percentage of effort.

Proration For New Employees

A benefits-eligible staff member who begins work after the first workday of the month will have their annual time accrual prorated for that month.

For example, if the hire date is the 14th of the month, the employee would earn one day [or eight (8) hours] of annual time for that month. Please refer to the chart below for more information on prorating annual time.

Annual Time Proration for New Hires (Staff)	
Hire Date	Annual Days (Hours) Accrued for Month
1st - 7th	Normal Accrual Rate
8th - 14th	1 (8 hours)*
15th - 21st	0.5 (4 hours)*
22nd or after	0

* Part-time employee's hours accrued will be based on percentage of effort.

Leaving the University

Employees will be paid for accrued but unused annual time upon termination of employment. If an employee had taken accrued annual time during the IND with manager and HR approval (documentation of approval required) no repayment will be required. Please see page 20 for details.

If an employee had taken annual time in excess of the accrued amount at the time of termination, it is required that the excess days be repaid to the university.



Sick Time

Feeling under the weather? Stay under the covers. Sick time provides employees with paid time to take care of their basic health and safety needs as well as those of their family members.

Using Sick Time

Unlike annual time, sick time **does not** need to be used during the fiscal year in which it is accrued. Sick time may be used for absences due to illness, medical treatment or medical care of the employee or the employee's family member, the latter defined as:

- A person related by blood, legal custody or marriage;
- A foster child or child who lives with the employee and for whom the employee permanently assumes and discharges parental responsibility;
- A person with whom the employee shares or has shared, within the last year, a mutual residence and with whom the employee maintains a committed relationship.

Am I eligible for sick time?

All employees are eligible for sick time; however, accruals vary by employee class and, in some cases, hours worked. Please see accrual charts on the following pages for additional details.

Scheduled sick time should be requested as far in advance as possible via your time reporting system, and requires manager approval.

Sick time may also be used in the event that an employee or an employee's family member (as defined above) is the victim of stalking, domestic violence or sexual abuse, and the absence is directly related to seeking medical, social or legal services pertaining to the violent or abusive conduct.

The employee's sick time may be used to obtain help from a victim services organization, prepare for or take legal action relating to the conduct, seek medical attention or counseling or relocate. The employee may also use sick time to take any other action that could be reasonably determined to enhance the physical, psychological or economic health of the employee or the employee's family member or the safety of those who work or associate with the employee.

Sick Time Increments

Sick time can be taken in fifteen (15) minute increments.

Sick Time Accruals

All employees accrue paid sick time; however, accruals vary based on employee class and, in some cases, hours worked. Sick time begins accruing after an employee's first working day of the month, is credited on the last working day of each month and may be requested for a day that an employee is regularly scheduled to work.

During an employee's Initial Ninety Day (IND) period, employees may use accrued but unused sick time with manager approval.

Sick time may not be used prior to its actual accrual.

Please note: Percentage of effort (the number of hours an employee is scheduled to work per week divided by 40) is used to determine part-time accrual calculations and is also referred to as full-time equivalent (FTE).

Did you know sick time can be used during family and medical leave?

Employees may elect to use accrued sick and/or annual time during an approved family and medical leave (FMLA) period in order to remain in paid status.

Any period of sick (or annual) time taken while on FMLA will run concurrently with the FMLA leave and **cannot be taken in lieu of FMLA** if the absence is FMLA qualifying.

Manager Tip Use of Annual Time If Sick Time Is Exhausted

A staff member's manager may approve the use of annual time as a substitute for sick time if the staff member has used all of his/her accrued sick time.



Staff Sick Time Accrual

Sick time for benefits-eligible staff begins accruing after an employee’s first working day of the month, and staff can use accrued but unused sick time at any time during their employment with manager approval. Accrued sick time is credited on the last working day of each month.

- Full-Time**
 Benefits-eligible full-time staff accrue sick time at a rate of one (1) day per month. One day equals eight (8) hours when accruing paid time off.
- Part-Time**
 Benefits-eligible staff in part-time positions accrue sick time at a rate of one (1) day per month multiplied by the employee’s percentage of effort. One day equals eight (8) hours when accruing paid time off. To calculate monthly sick time accrual rate, take 8 hours (1 day) and multiply by the employee’s percentage of effort (number of hours an employee is scheduled to work per week divided by 40).

Please note: Benefits-eligible staff who work at least fourteen (14) but less than thirty-five (35) hours per week are considered part-time for benefit purposes. Benefits-eligible staff at the GW Biostatistics Center who work thirty-five (35) or more hours per week are considered full-time staff for benefit purposes.

Prorated Accrual of Sick Time for Benefits-Eligible Staff

As with annual time, sick time is prorated based on the employee’s start date in a benefits-eligible position. During periods of unpaid absence, sick time is also prorated. **Please note:** Benefits-eligible staff in part-time positions accrue sick time at rates that are based upon percentage of effort.

Sick Time Proration for New Hires (Staff)	
Hire Date	Sick Days (Hours) Accrued
1st - 7th	1 (8 hours)*
8th - 14th	0.5 (4 hours)*
15th - 21st	0.25 (2 hours)*
22nd or after	0

*Part-time employee’s hours accrued will be based on percentage of effort

For unpaid leave status, every eight (8) hours of unpaid leave [x percentage of effort for PT] = one (1) workday for proration.

Sick Time Proration During Unpaid Absence	
Unpaid Workdays in Month	Sick Time Days (Hours) Accrued for Month
Up to 5	1 (8 hours)*
More than 5 up to 11	0.5 (4 hours)*
More than 11 up to 16	0.25 (2 hours)*
More than 16	0

* Part-time employee’s hours accrued will be based on percentage of effort.

Did You Know? When determining prorated sick time accrual for staff in a partial pay status (for example, if working a reduced work schedule, or taking a leave of absence and receiving only 50 percent pay), every eight (8) hours of unpaid leave (multiplied by percentage of effort for part-time employees) equals one (1) unpaid workday.



Faculty Accrual

Faculty begin accruing sick time on their date of hire and can use accrued but unused sick time at any time during their employment with approval. Accrued sick time is credited on the last working day of each month and may not be used prior to its actual accrual.

- Full-Time**
 Benefits-eligible full-time faculty accrue sick time at a rate of 6.23 hours each month up to 56 hours per year.
- Part-Time**
 Benefits-eligible part-time faculty accrue sick time at a rate of 3.56 hours each month up to 32 hours per year.
- Temporary Part-Time**
 Temporary part-time faculty accrue sick time at a rate of 1.34 hours each month up to 16 hours per year.

Graduate Teaching Assistants (GTAs) Accrual

Graduate Teaching Assistants begin accruing sick time on their date of hire and can use accrued but unused sick time at any time during their employment with manager approval. Accrued sick time is credited on the last working day of each month and may not be used prior to its actual accrual.

- ▶ GTAs accrue sick time at a rate of 2.25 hours each month up to 20 hours per year.

Student Employees, Temporary/Wage Employees, Medical Residents Accrual

Eligible student, temporary/wage employees and medical residents begin accruing sick time on their date of hire and can use accrued but unused sick time during their employment with manager approval. Accrued sick time is credited on the last working day of each month and may not be used prior to its actual accrual. Eligibility is determined based on employee class.

- ▶ Sick time accrual is equal to one (1) hour for every thirty-seven (37) hours worked up to 56 hours per year.

Please note: Federal work study employees are not excluded from accruing sick time.

Accrual Calculation Example

A temporary employee works thirty (30) hours each week over a four-week period. S/he would be eligible for three hours of sick time.

The same temporary employee then works twenty-eight (28) hours in week five. S/he would be entitled to an additional hour of leave.

In week six (6), s/he works thirty (30) hours again but would earn no hours; those thirty (30) hours would roll forward.

	Hours Worked	Sick Hours Earned
Week 1	30	None
Week 2	30	1 hour (30 hours from week 1 + 30 hours from week 2 = 60; 23 hours carry forward)
Week 3	30	1 hour (23 hours from week 2 + 30 hours from week 3 = 53; 16 hours carry forward)
Week 4	30	1 hour (16 hours from week 3 + 30 hours week 4 = 46; 9 hours carry forward)
Week 5	28	1 hour (9 hours from week 4 + 28 hours = 37), no hours to carry forward)
Week 6	30	None, 30 hours carry forward to following week



Sick Time Carryover

- **Staff**

A benefits-eligible full-time or part-time staff member can accrue and carry over up to a maximum of 180 days of sick time (180 days x 8 hours).

- **Student Employees, Temporary/Wage Employees, Medical Residents**

Eligible employees can accrue and carry over a maximum of seven days of sick time each year (seven days x eight hours).

- **Graduate Teaching Assistants (GTAs) and Faculty**

Eligible employees can accrue and carry over up to their maximum annual accrual of sick time each year (please see page 11 for details)

Absences Due to Unplanned/Unscheduled Sick Time

If an illness or injury occurs that prevents an employee from reporting to work, the employee (or representative) must notify his/her manager as soon as possible, following the established guidelines of the department/work group. Once able, the employee is required to use his/her applicable time reporting system to account for the time used and have it approved by his/her manager.

Impact of Absence Without Approved Leave/Time Off (AWOL) on Sick Time

Sick time accrual may be impacted for the month in which an AWOL occurs.

Manager Tip Suspected Abuse of Sick Time

HR may request certification if an employee has frequent unplanned absences due to illness, three (3) consecutive sick days or there is evidence of a pattern of abuse. The employee should provide a physician's statement directly to his/her HR Representative.

The HR Representative will work with the appropriate stakeholder office to validate the documentation and to recommend approval where appropriate. If the employee is unable to provide appropriate documentation to the HR Representative, the manager may consider the employee to be absent without approved leave (AWOL).

Income Protection Programs

GW provides income protection programs for eligible employees should they experience an illness or injury. In these circumstances, short-term disability (STD) and/or long-term disability (LTD) insurance are options to consider. Note that neither STD nor LTD are job-protected leave programs. (See the [Benefits website](#) for further information on disability insurance.) Accrued annual and sick time may be used during STD so that the employee receives 100 percent of his/her salary.

Coordination Between Sick Time (Paid) and Family and Medical Leave (Unpaid and Job Protection)

Employees may be eligible for federal and/or District of Columbia (DC) Family and Medical Leave (collectively, FMLA) if they are absent from work for more than three (3) days due to the employee's own serious health condition or the serious health condition of family members covered under FMLA. FMLA provides certain job protection rights during absence(s). See page 21 for more information on FMLA qualifying absences.

Accrued annual and sick time may be used during FMLA, although an employee may not use paid time off in lieu of FMLA leave for an FMLA qualifying absence.

Leaving the University

Upon termination (for any reason) from the university, employees are never paid for unused accrued sick time. Please see page 20 for details.

Returning to GW?

Rehires who leave GW and return with less than a 365-day break in service will have their most recent annual time accrual rate reinstated as well as their applicable sick time balance. Please contact Benefits for details.



Paid Parental Leave (Birth/Adoption/Foster Care Placement of Child)

GW will provide six continuous weeks of paid parental leave for eligible, benefits-eligible full-time staff and medical residents. Eligibility for paid parental leave will begin the first of the month following an employee's two-year benefits-eligible service anniversary date or coincident with that date if the anniversary date falls on the first of the month.

Paid parental leave applies to eligible employees who have given birth or are the spouse/partner of the birth mother; for the placement of a child (adoption, foster or other eligible custody); or for the placement of a child for whom the employee permanently assumes and discharges parental responsibility. Employees must meet eligibility criteria for paid parental leave prior to the start of the birth or placement of a child.

Eligibility

Eligible staff* and medical residents can take up to six (6) weeks of paid parental leave one (1) time during a defined twelve (12) month period. For instance, if the employee received paid parental leave benefits beginning in January and received six (6) or fewer weeks of paid parental leave, the employee would not be eligible for additional paid parental leave benefits until January of the following year.

In the event that the employee is not eligible for paid parental leave for a subsequent birth or placement, other university paid time off or leave programs may still apply (e.g., FMLA, short term disability, sick and annual time).

***Biostatistics employees:** A maximum of 35 hours of PPL will be paid for full-time employees who work 35 hours per week in the university's Biostatistics Center.

Medical Residents

Medical residents with two (2) years of benefits-eligible service are also eligible for paid parental leave. If the medical resident is also approved for Resident Temporary Disability while on paid parental leave, the disability pay will take priority over the paid parental leave pay and be paid first. Pay will not exceed 100 percent of the medical resident's normal salary. Please refer to the [Resident Manual](#) for additional information on leave available.

Faculty

Faculty should refer to the Faculty Parental Childcare Leave policy contained in the **Faculty Code and the Faculty Handbook**. For more information regarding eligibility, please contact the [Faculty Affairs office](#).

Eligible For Both Paid Parental Leave and Short-Term Disability?

For birth mothers, paid parental leave will run concurrently with short-term disability coverage.

Paid Parent Leave Approved Mid-Pay Period:

Paid parental leave benefits will only cover an employee's pay up to forty (40) hours per week. During pay periods where an employee both works and receives paid benefits, Paid Parental Leave will not cover more than the difference between hours worked and forty (40).

Paid Parental Leave and Holidays:

If a holiday falls within an approved paid parental leave payment period, an employee will be compensated for that day as paid parental leave pay and not holiday pay. Holidays do not extend paid parental leave beyond six (6) weeks.

Paid Parental Leave

Paid parental leave covers up to six (6) continuous weeks for the birth mother and/or the partner, adoptive or foster parent. In most cases, paid parental leave must be taken immediately following the birth or placement of a child and may not be taken intermittently. If an employee does not begin leave immediately following the birth, or returns to work within the first six weeks following the birth, any remaining unused Paid Parental Leave will not be available should the employee wish to take further leave later.

Am I eligible for paid parental leave?

Eligibility for paid parental leave will begin the first of the month following an employee's two-year benefits-eligible service anniversary date or coincident with that date if the anniversary date falls on the first of the month.

If a benefits-eligible full-time staff member or medical resident ends employment and is then rehired into another benefits-eligible full-time position within 365 days, previous service will apply towards the two-year service requirement.



Both parents GW employees? If both parents are eligible for paid parental leave, both can receive the full six (6) weeks; however the leave must be taken immediately following the birth/adoption. One parent cannot “save” their paid parental leave until the other parent’s leave ends.

In certain situations, paid parental leave may be granted up to six (6) months prior to or following an adoption or foster placement when deemed necessary to fulfill the legal requirements of the placement but may not be taken intermittently. Leave must be completed within twelve (12) months of the placement date. Employees must meet eligibility criteria for paid parental leave prior to the start of the qualifying placement of a child.

If an employee does not begin leave immediately following the birth or return to work within the first six weeks following the birth, any remaining unused paid parental leave will not be available should s/he wish to take further leave later.

Coordination with FMLA

If an employee elects to use paid parental leave and is also eligible for Family and Medical Leave (FMLA) at the same time, paid parental leave will run concurrently with FMLA.

To apply for FMLA and paid parental leave for an upcoming birth, adoption or foster care placement, please [contact Benefits](#) or visit the [Benefits Leave of Absence webpage](#) and follow the application process outlined. [Employees should provide a minimum of thirty (30) days’ advance notice to Benefits of the need to take paid parental and/or FMLA leave.]

Other Paid Benefits

GW paid short-term disability and paid parental leave run concurrently when applicable. If the employee is also approved for GW paid short-term disability while on paid parental leave, the disability pay will take priority over the paid parental leave pay and be paid first. Pay will not exceed 100 percent of the employee’s normal salary.

Please note: Benefit payments may be reduced if you receive other income supplements such as state paid disability or paid family leave while receiving GW paid parental leave.

Benefits Continuation

While on paid parental leave, employees continue to receive the same university benefits as when actively working, including accrual of sick and annual time. All GW-paid benefit contributions continue. Eligible employees receive their regular rate of pay while on approved paid parental leave.

Returning to Work

An employee on paid parental leave will be reinstated to the same position s/he held when paid parental leave began or, in the university’s sole discretion, to a position with equivalent pay and benefits, provided that the employee can perform the essential functions of the position with or without reasonable accommodation. The employee will not be restored to any position if:

- The employment relationship would have terminated had the employee not taken paid parental leave;
- The employee informs the university of his/her intent not to return to work at the expiration of the paid parental leave; and/or
- The employee fails to return to work at the expiration of the paid parental leave.

Returning to GW?

If a benefits-eligible full-time staff member or medical resident ends employment and is then rehired into another benefits-eligible full-time position within 365 days, previous service will apply towards the two-year service requirement.

How to Apply for Paid Parental Leave

To apply for paid parental leave, please contact Benefits or visit the [Benefits Leave of Absence webpage](#).



Bereavement

Benefits-eligible staff are eligible to receive paid bereavement time, should time off from work be needed because of the death of a family member, as defined by:

- A person related by blood, legal custody or marriage
- Foster child or child who lives with the employee and for whom the employee permanently assumes and discharges parental responsibility
- A person with whom the employee shares or has shared, within the last year, a mutual residence and with whom the employee maintains a committed relationship

Requesting Bereavement

Staff may request up to three (3) scheduled workdays of paid time off (per event) due to the death of a family member. The requested workdays do not need to be consecutive. When requesting the use of bereavement time, the employee should make his/her manager aware as soon as possible; however, it is understood that in most cases, this time is unplanned.

Bereavement and Termination

Bereavement time is not paid out upon termination.

Jury and Witness Duty

Paid time off for jury and witness duty is provided to benefits-eligible staff who have been summoned by the courts to serve on a jury, subpoenaed, requested by university attorneys to appear as a witness in connection with a work-related matter on behalf of the university or are required by the university to attend certain university court or administrative proceedings.

Employees subpoenaed or requested to be a witness for non-work-related matters, provide testimony in support of their own case or serve as an expert witness in situations other than on behalf of the university are not eligible for jury duty pay. In these situations, an employee may request use of annual time, or unpaid time (if annual time is exhausted).

Reporting

If an employee is summoned to jury duty, s/he is expected to account for her/his hours in the applicable time reporting system and to provide supporting court documents. The employee's manager will approve paid time off for scheduled work hours and workdays that are missed due to the required jury duty and forward all approved requests and supporting court documentation to Human Resource Management and Development (HRMD) for inclusion in the employee's record.

Please note: Employees are required to report to work on those days or partial days when court attendance is not required, unless otherwise instructed by their manager.

Jury Duty Compensation

Employees called for jury duty or a court-related appearance may keep all court-provided compensation.

Using annual time for bereavement

What if I need to take time to attend an observance or funeral of someone not defined as a family member?

In this situation, you may request and use annual time.

What if I've exhausted my bereavement time but need additional time?

Once bereavement time has been exhausted, and upon manager approval, you may take annual, sick or unpaid time to extend a bereavement leave period. You should follow established departmental procedures.

Please note: You must exhaust all accrued but unused annual and sick time prior to using unpaid time.



Holidays

The university generally recognizes the following paid holidays. Exact dates for observance of these holidays are posted on the [Holiday Schedule](#).

- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Winter Break (December 24 - January 1)*
- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day

Benefits-eligible staff must be in paid status immediately preceding and following a holiday to be paid for that holiday.

*When calculating holiday pay during Winter Break, employees are paid only for the weekdays that fall between December 24 and January 1. Weekends are not considered paid holidays.

Holidays and Eligibility

- Benefits-eligible full-time employees are eligible to receive eight (8) hours of holiday time for each paid university holiday.
- Benefits-eligible part-time employees are eligible to receive prorated holiday time based upon percentage of effort (the number of hours they are scheduled to work per week divided by 40).

Holidays and Paid Status

Benefits-eligible staff must be in paid status on the last scheduled work day immediately preceding and first scheduled work day following a holiday in order to be paid for that holiday.

Employees in "paid status" are those who receive pay that is processed through GW payroll and includes regular hours worked as well as approved annual time and sick time.

Note: Voluntary short-term disability, long-term disability and worker's compensation are paid by outside administrators; therefore, those pay types are not considered "paid status".

Holidays During Approved Annual and Sick Time

University holidays that occur during approved periods of annual or sick time should be charged to holiday time on the employee's timesheet, not to accrued annual or sick time.

"Real world" example when employee works a holiday

If I am non-exempt, will I be compensated as straight time or overtime for working on a holiday?

If a non-exempt full-time employee worked five hours on December 26, the employee is paid five regular hours and three holiday hours, and then have five holiday hours to use before the end of the fiscal year.

Please also see **Managing Compensation** section on page 17.

"Real world" example for Holidays and Paid Status

An employee is scheduled Monday-Friday both weeks of the biweekly pay period. A holiday falls on Monday, February 17. The employee needs to be in paid status on Friday, February 14 and Tuesday, February 18 to receive the holiday pay.



Holiday Time for Part-Time Employees

Regular part-time employees receive *prorated* holiday time based upon percentage of effort. The number of prorated holiday hours is equal to an employee's weekly scheduled hours divided by five (5) (weekdays worked). See the table below for examples:

Scheduled Work Hours	Holiday Proration Hours
36	7.20
30	6.00
24	4.80
16	3.20

Options for Using Prorated Holiday Time

When a holiday falls on an employee's regularly scheduled workday:

- Option 1 - The employee can take the prorated holiday time (based on percentage of effort) and will not receive pay for the remaining hours not worked, if any.
- Option 2 - The employee can take the prorated holiday time and use annual time for the difference between the prorated holiday time and any additional time normally worked.
- Option 3 - The employee can take the prorated holiday time and, if approved by manager, work any additional hours that would normally be worked on another day during the same week.

When a holiday falls on a day an employee does not work:

- Option 1 - Employee works a regular day and gets additional pay for his/her prorated holiday time.
- Option 2 - Employee takes his/her prorated holiday time on a regular workday in the same week as the holiday.

"Real world" example

A benefits-eligible part-time employee works M-Th and is scheduled to work 24 hours each week (six hours per day). The holiday falls on Monday.

The employee would be eligible for 4.8 holiday hours. She/he would be able to choose one of the following options: (Option 1) take the 4.8 holiday hours, (Option 2) use annual time (1.2 hours) to supplement his/her holiday hours to reach his/her normal six-hour workday or (Option 3) work the additional 1.2 hours on another day during the same week (requires manager approval).

Managing Compensation - Holiday Guidelines

The university operates on a 24/7 schedule and, therefore, some employees must work on scheduled holidays. When university departments remain open on holidays, the following guidelines apply:

Employees Scheduled to Work on a Holiday

An employee in an exempt or nonexempt position who works on a holiday will be paid as if the day were not a holiday and will be provided a substitute day off, to be used by the end of the fiscal year. The employee and their manager are responsible for tracking and coordinating the substitute day off.

Timing for Using a Substitute Day

A substitute day off must be taken before the end of the fiscal year. If a non-exempt employee cannot take a substitute day off within that time, he or she will be paid for the holiday in an amount equal to his or her base rate. Exempt employees will not be paid out above their normal salary so he or she should ensure the substitute day off is taken in a timely manner.



Managing Compensation - Holiday Guidelines Cont.

Employees Scheduled to Work on a Holiday but Fail to Report

When an employee is scheduled to work on a holiday but fails to do so, he or she is not entitled to a substitute day off. The manager may treat the absence on the holiday as [absence without approved leave \(AWOL\)](#), as circumstances warrant. Managers must review the application of an AWOL status for an exempt employee with their HR representative prior to implementing the AWOL status.

If the employee is AWOL on the workday immediately preceding or following the holiday observance but works on the holiday, the employee will be paid for the holiday, but no substitute day off will be granted.

For questions related to holiday compensation, please contact comp@gwu.edu.

Voting Time

Polling places are generally open for extended hours on Election Day, but some employee schedules may make it difficult to vote during these hours. In instances where a polling location is not open at least two to three (2-3) hours before or after an employee's scheduled shift, a department should provide the employee with sufficient time, generally up to two (2) hours of paid time off, for voting. The two (2) hours is considered paid time off, but will not be deducted from the employee's annual time balance and will not be used to calculate overtime and other premium pay.

Employees should provide reasonable notice to their managers if they will need to be absent from their regularly scheduled work shift to vote. Employees should provide the hours of operation of their polling location before paid time off is approved. An increasing number of jurisdictions offer "early voting" prior to election day. Some employees, such as those on alternative work schedules, may find it convenient to vote during these early voting periods.



Change in Employment Status

Changes in employment status, such as moving from a benefits-eligible full-time position to a part-time one or from a temporary position to a benefits-eligible position, may impact an employee’s annual and sick time. Refer to the information below to see how.

Annual Time: Employees are able to transfer all accrued but unused annual time into a new position as long as the new position accrues annual time and the carryover amounts are within the new position’s limitations. If the new position does not accrue annual time, all accrued but unused annual time will be paid out.

Sick Time: Employees are able to transfer all applicable accrued but unused sick time up to a maximum of 180 days.

This chart covers the most frequent change in status examples.

Transfer From	Transfer To	Effect on Annual Time	Effect on Sick Time*
Benefits-eligible full-time	Benefits-eligible part-time	Carry over up to five (5) days; any accrued but unused time in excess of the five days will be paid out.	Transfer all accrued but unused sick time up to a maximum of 180 days.
Benefits-eligible part-time	Benefits-eligible full-time	Retain all unused, accrued annual time.	Transfer all accrued but unused sick time up to a maximum of 180 days.
Benefits-eligible position	Not benefits-eligible position	Paid out for any accrued but unused annual time calculated on the number of months employed during the fiscal year; this will be paid at the employee's base rate exclusive of shift differential and overtime premiums.	Transfer all applicable accrued but unused sick time. Please contact Benefits for details.
Former employee	Rehired in a benefits-eligible full-time position within 365 days of effective date of separation or retirement	The accrual rate in effect at the time of separation or retirement is reinstated.	Eligible for sick time reinstatement. Contact Benefits for details.

*Employees are able to transfer applicable accrued but unused sick time. Please contact Benefits for details.



Leaving the University

Annual Time

Employees will be paid for accrued but unused annual time upon termination of employment.

Annual time is prorated in the month of termination if the termination date is prior to the last working day of the month. For example, if the termination date is the 14th of the month, an employee would earn one-half day (four hours) of annual time for that month. The prorated time is credited on the date of termination.

If an employee used annual time in excess of the accrued amount at the time of termination, the excess days must be repaid to the university. Annual time cannot be used to extend the termination date beyond the last day worked (excluding those on an approved, job-protected leave of absence).

If an employee has used more annual time than accrued at the time of termination, the excess annual time will be subtracted from the final paycheck. Under no circumstances will un-accrued annual time be paid out upon termination.

Annual Time Proration for Terminated Employees (Staff)	
Termination Date	Annual Time Days (Hours) Accrued for Month
1st - 7th	0
8th - 14th	.5 day (4 hours)*
15th - 21st	1 day (8 hours)*
22nd or after	Normal Accrual Rate

*Part-time employee's hours accrued will be based on percentage of effort

Annual Time Carryover

If a benefits-eligible employee leaves the university between July 1 - August 31, the following amounts of accrued but unused annual time carryover hours may be paid out upon separation:

- Benefits-eligible full-time employee: up to 40 hours
- Benefits-eligible part-time employee: up to 20 hours

Sick Time

Upon termination from the university (termination for any reason), employees are never paid for unused accrued sick time.

Sick Time Proration for Terminated Employees (Staff)	
Termination Date	Annual Time Days (Hours) Accrued for Month
1st - 7th	0
8th - 14th	.25 day (2 hours)*
15th - 21st	.50 day (4 hours)*
22nd or after	1 day (8 hours)*

*Part-time employee's hours accrued will be based on percentage of effort



Unpaid Leave

Family and Medical Leave

The Family and Medical Leave Acts, both the federal FMLA and the District of Columbia (DC) FMLA, provide unpaid, but job-protected, leave to eligible employees so that they can care for their families or themselves in the event of specified family and medical situations. The university has elected to extend the leave provisions under the DC FMLA to eligible employees whose work location is outside of DC. Employees may qualify for leave under the federal and DC Acts, and requests for FMLA leave will be considered under both Acts.

Qualifying Reasons Under the FMLA

FMLA provides eligible employees with job reinstatement and benefits continuation rights while on a qualifying leave of absence for:

- The birth, adoption or placement of a child for foster care
- The employee's own serious health condition
- The care of a family member who has a serious health condition
- A qualifying exigency leave related to a family member who is on covered active duty, has been called to covered active duty status, or has been notified of an impending call to covered active duty
- To care for a covered service member or veteran with a serious injury or illness incurred in the line of active duty

Eligibility

To qualify under this policy, an employee must meet the following conditions:

- An employee must have worked at the university for a period totaling twelve (12) months. Periods of employment prior to a break in service of fewer than seven (7) years count towards eligibility.
- Under the DC FMLA, an employee must have been paid for at least 1,000 hours during the twelve (12) month period immediately preceding the beginning of the leave.
- Under the federal FMLA, an employee must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the beginning of the leave.

Entitlements

Under the DC FMLA, eligible employees are permitted up to sixteen (16) workweeks of unpaid family leave and sixteen (16) workweeks of unpaid medical leave during a twenty-four (24) month period.

Under the federal FMLA, eligible employees are permitted up to a total of twelve (12) workweeks of unpaid family and medical leave during a twelve (12) month period or up to twenty-six (26) workweeks during a single twelve (12) month period for military caregiver leave. An eligible employee is limited to a combined total of twenty-six (26) workweeks of leave for any federal FMLA-qualifying reason during the "single twelve (12) month period."

Employees can request FMLA to cover a continuous period of absence. Employees may also be able to take FMLA leave intermittently (taking leave in separate blocks of time for a single qualifying reason) or on a reduced work schedule basis (temporarily reducing an employee's usual weekly or daily work schedule).

GW uses the rolling backward method to determine an employee's FMLA entitlement. Under the federal FMLA, an employee's FMLA balance is the remainder of twelve (12) weeks of federal family and medical leave not used within the last twelve (12) months. Under the DC FMLA, the employee's balance is the remainder of the sixteen (16) weeks of DC family and sixteen (16) weeks of DC medical leave not used within the last twenty-four (24) months.



FMLA for Birth, Adoption or Placement of a Child for Foster Care

Eligible employees may request FMLA leave during the twelve (12) months following the birth, adoption or placement of a child for foster care in order to bond with their new child. FMLA may also cover leave required for prenatal care or for absences required before an actual adoption or placement of a child in order for the adoption or foster care to proceed.

Helpful Resources for Pregnancy and Birth

- [Healthy Pregnancy & New Parent Support](#)
- [Advocacy Resources for Expecting Parents \(PDF\)](#)

Newly Enrolling or Changing Benefit Elections

The birth, adoption or placement of a child for foster care are [Qualifying Life Events](#) allowing employees to make applicable changes to benefit elections. Employees have sixty (60) calendar days from the date a child is born, adopted or placed for foster care to add the new child as a dependent under the employee's GW health coverage or request other applicable changes through the [EasyEnroll system](#). Employees will also need to provide supporting documentation to Benefits within sixty (60) calendar days of the event date confirming the date of birth, adoption or placement in order for the requested changes to be approved. Approved benefit changes will be effective from the date of birth, adoption or placement for foster care.

Please note: A [Dependent Care Flexible Spending Account \(FSA\)](#) cannot be newly elected or continued during a paid or unpaid leave of absence longer than thirty (30) days. If employees wish to elect a [Dependent Care FSA](#), employees need to elect the benefit within thirty (30) calendar days of returning from leave.

For more information on benefits continuation during FMLA, please visit the [Benefits website](#).

Intermittent or Reduced Schedule FMLA Leave for Bonding After Birth

As well as requesting continuous leave, an eligible employee may use intermittent or reduced schedule FMLA family leave for bonding purposes after the birth or placement of a child. However, requests for intermittent or reduced work schedule FMLA family leave require departmental approval. Intermittent or reduced schedule FMLA family leave for bonding purposes must be scheduled in advance and requested in writing at time of FMLA application. Remember that thirty (30) calendar days' notice is required when the need for leave is foreseeable.

💡 Manager Tip Please note that the department's approval is neither required for intermittent leave due to the serious health condition of the mother or child nor for continuous family leave for bonding following birth or placement, or for any other FMLA qualifying reasons.

FMLA for the Employee's Own Health Concerns

An eligible employee may request FMLA if s/he requires leave due to her/his own serious health condition.* A serious health condition is defined as any illness, injury, impairment or physical or mental condition that involves:

- An incapacity or treatment connected with inpatient care;
- A period of incapacity of more than three (3) calendar days and continuing treatment by a health care provider;
- Continuing treatment by a health care provider for a chronic or long-term condition that is incurable or so serious that if untreated would likely result in incapacity of more than three (3) days; or
- For prenatal care.

*Ordinarily, unless complications arise, the common cold, the flu, earaches, upset stomach, minor ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave.



FMLA for the Care of a Family Member

An eligible employee may request FMLA if s/he requires leave to care for a family member who has a serious health condition.

Family Members Defined

Federal Family Leave

- Spouse - as defined in the statute, means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either:
 - ▶ Was entered into in a state that recognizes such marriages; or
 - ▶ If entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- Parent - defined as a biological, adoptive, step or foster father or mother, or any other individual who stood "in loco parentis" (stood in place of a parent) for the employee. This term does not include parents-in-law.
- Son or daughter - defined as a biological, adopted or foster child; stepchild; legal ward; or child of a person standing in loco parentis, who is either under age eighteen (18), or age eighteen (18) or older and "incapable of self-care because of a mental or physical disability defined by the Americans with Disabilities Act (ADA)" at the time that FMLA leave is to commence.

DC Family Leave

- Person related by blood, legal custody or marriage
- Foster child
- Child who lives with the employee and for whom the employee permanently assumes and discharges parental responsibility. Leave can be taken for children up to age twenty-one (21), individuals over age twenty-one (21) who are incapable of caring for themselves and individuals up to age twenty-three (23) who are full-time students at an accredited college or university
- Person with whom the employee shares or has shared, within the last year, a mutual residence and with whom the employee maintains a committed relationship

Do you work outside of DC?

Employees who work outside of DC may be eligible for additional leave programs. For more information, please contact Benefits.

FMLA for Military Family Leave

FMLA leave can be taken under the federal FMLA for caregiver leave and for qualifying exigencies.

Caregiver Leave

Under the federal FMLA, an eligible employee may take up to twenty-six (26) workweeks of FMLA leave in a specifically designated twelve (12) month period—measured forward from the first time an employee takes FMLA leave for this purpose—in order to care for a covered service member with a serious illness or injury. A "covered service member" includes a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, as well as a veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the Armed Forces, including the National Guard and Reserves, at any time during the five (5) year period preceding the date on which the veteran undergoes medical treatment, recuperation or therapy.



Leave for Other Covered Exigencies

Also under the federal FMLA, an eligible employee may take up to twelve (12) workweeks of FMLA leave during a designated twelve (12) month period when the employee's son, daughter or parent, who is a "covered service member," is on active duty or call-to-active-duty status for one or more qualifying exigencies, including: short-notice deployment, military events and related activities; certain childcare and related activities; financial and legal arrangements; counseling; rest and recuperation; post deployment activities; and any other event that the employer and employee agree constitute a qualifying exigency. Covered active duty is when a member of the regular or reserve components of the Armed Forces is deployed to any foreign country.

Employees may request Military Family Leave for a covered service member or covered veteran who is the employee's spouse, child, parent or next of kin (defined as the nearest blood relative other than the service member's spouse, parent, son or daughter).

[The Employee's Guide to Military Family Leave Under the Family and Medical Leave Act \(PDF\)](#) provides a helpful overview of how the FMLA may benefit military families.

Employee Rights and Responsibilities Under the FMLA

Employees are required to provide thirty (30) days' advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days' notice is not possible, employees must provide notice as soon as practicable.

Please note: Federal and DC FMLA include provisions that allow an employer to deny restoration of employment to individuals defined as key employees under certain circumstances.

In order to be approved for FMLA leave, employees must provide the anticipated duration of the leave as well as sufficient information and supporting documentation to determine if the absence qualifies for FMLA leave. Sufficient information includes (as applicable):

- If an employee is unable to perform the essential job functions due a serious health condition;
- If an employee has a need for hospitalization or continuing treatment by a health care provider;
- If an employee needed to care for an eligible family member due to that family member's serious health condition;
- The need for intermittent and/or reduced schedule leave; and/or
- Circumstances supporting the need for military family leave.

If an employee does not submit the required documentation to be approved for FMLA, the leave may not be job-protected under the FMLA regulations. The university may also require a second or third medical opinion in appropriate circumstances.

Employees must also identify if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees may also be required to provide a certification and periodic recertification supporting the need for leave. While on continuous leave, employees may also be required to furnish the university with periodic reports of current status and intent to return to work.

The university does not discriminate or retaliate against employees for taking FMLA leave. However, the FMLA does not protect employees from disciplinary action, including termination, for performance or conduct on any other basis not related to FMLA absences.

FMLA helpful resources

- [Federal Family and Medical Leave Act \(PDF\)](#)
- [District of Columbia Family and Medical Leave Act \(PDF\)](#)



Intermittent FMLA Reporting

When leave is needed for scheduled medical treatment or other planned FMLA absences, employees must provide advanced manager notification and make a reasonable effort to schedule treatment so not to unduly disrupt the university's operations. If approved for intermittent leave for unforeseen absences, employees must follow established departmental call-in procedures for unplanned absences. The employee's manager or Human Resources Representative can provide departmental call-in procedures, if needed.

Employees approved for intermittent FMLA must also notify Lincoln Financial, GW's FMLA administrator, of FMLA absences within seven (7) days of the absence for accurate record keeping. [Instructions for reporting ongoing intermittent FMLA absences \(PDF\)](#) are available. If these absence-reporting procedures are not followed, these absences may not be approved for job-protected leave.

Please note: Any annual, sick or unpaid time used during intermittent FMLA absences should be submitted using the employee's departmental time reporting system for payroll processing.

Benefits Continuation

For important information on benefits continuation during FMLA, please visit the [Benefits website](#).

Employer Rights and Responsibilities Under the FMLA

Employees who are requesting leave for an FMLA-qualifying reason will be informed that they may be eligible for FMLA and will be provided with information about how to request FMLA leave. If eligible, the notice will specify any additional information required as well as the employee's rights and responsibilities. If the employee is not eligible, the notice will provide the reason(s) for ineligibility. Employees will also be notified if the leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement.

Employees who require intermittent or reduced work schedule FMLA may be transferred to an alternative position, for which the employee is qualified, during the period of intermittent or reduced work schedule FMLA. The alternative position must have equivalent pay and benefits but does not have to have equivalent duties. Upon conclusion of FMLA, the employee must be placed in the same or equivalent job the employee had prior to being on FMLA.

Coordination with Paid Time Off

Annual and Sick Time During FMLA

FMLA provides job protection; however, it does not provide pay. Employees can elect to use their accrued annual and sick time during approved FMLA leave to remain in paid status. Employees can also elect to take FMLA unpaid. Employees are not required to use accrued annual or sick time; however, any annual or sick time used will run concurrently with FMLA leave and any other applicable state and local paid sick and/or family leave programs.

Any annual or sick time that an employee wishes to use during FMLA absences should be submitted using the employee's departmental time reporting system for payroll processing.

Other Paid Benefits During FMLA

Full-time staff and medical residents with two (2) or more years of service may also be eligible for up to six (6) weeks of continuous paid parental leave, during FMLA, following the birth or placement of a child. In addition, an employee on FMLA leave due to birth may also be eligible for short-term disability (STD) benefits if required to be off-work for medical reasons before the birth and during the recovery period after birth. (STD and paid parental leave will run concurrently when both apply.) Any paid time off employees elect to use while on approved FMLA will run concurrently with the FMLA entitlement.



Applicable staff [paid parental leave](#) and disability claims will be opened at Lincoln Financial in coordination with the FMLA leave for eligible employees; there is no separate application required.

Please note: Benefits receives approval notifications from Lincoln Financial and processes any applicable staff paid parental leave and GW Paid STD pay for employees, not managers or timekeepers.

Paid Status and Accruals During FMLA

Employees who maintain full paid status during FMLA leave will accrue annual and sick time as normal. For the purpose of accruals, employees in “paid status” are those who receive pay that is processed through Payroll Services, such as regular hours, holiday pay, annual and sick time, GW Paid short-term disability as well as staff paid parental leave. Voluntary short-term disability, long-term disability and worker’s compensation are paid by outside administrators; therefore, those pay types are not considered “paid status” under the GW time off policy.

An employee in an unpaid status for a full calendar month will not accrue annual or sick time for that month. Employees, who maintain paid status for some portion of a calendar month, will receive prorated annual and sick time for that month, as outlined in the proration charts in those respective sections of this Guide.

Holidays and University Closures During FMLA

If an employee is on continuous FMLA leave and the university officially closes for at least one week (i.e., Winter Break, inclement weather), the employee’s FMLA entitlement will not be charged during that time period. If an employee is on continuous FMLA during a week that includes a university-observed holiday or a university closure of less than a week, then the entire week is counted as FMLA.

Returning to Work

Reinstatement - FMLA

Employees should contact their Human Resources Representative prior to returning to work. Failure to notify HR of an impending return to work may negatively affect payroll and benefits processing.

If an employee does not return to work following FMLA leave for a reason other than those listed below, the employee may be required to reimburse the university for the employer share of benefits premiums paid on the employee’s behalf during FMLA leave. The exceptions include:

- The continuation, recurrence or onset of a serious health condition that would entitle the employee to FMLA leave;
- The continuation, recurrence or onset of a current service member’s or veteran’s serious injury or illness that would entitle the employee to FMLA leave; or
- Other circumstances beyond the employee’s control

Employees who return in a timely manner from approved FMLA leave will be restored to the same or equivalent position with equivalent pay, benefits and other terms and conditions of employment, provided all required documentation, including the “authorization to return to work” form described in the next section, have been submitted. Employees returning from FMLA have no greater right to reinstatement than if the employee had been continuously employed during FMLA leave.



Fitness for Duty

Employees out on FMLA leave for their own serious health condition, will be required to present an [authorization to return to work \(PDF\)](#) prior to reinstatement. If such authorization is not received in a timely fashion, the employee's return to work may be delayed until authorization is provided, or employment may be terminated. The university may request a second medical opinion at its own expense prior to the employee's return to work.

Benefits Enrollment

Upon return to active employment, employees may re-enroll or make a change (consistent with a qualifying life event) to benefits coverage within thirty (30) calendar days of returning to work via the [EasyEnroll system](#). If no election is made, the next opportunity to enroll will be during open enrollment or within thirty (30) calendar days of a [Qualified Life Event \(QLE\)](#).

Did You Know? Employees who wish to participate in the FSA dependent care account upon returning to work must enroll/re-enroll in the FSA dependent care benefit within thirty (30) calendar days after their return date.

How to Apply for FMLA

To apply, please contact Benefits or visit the [Benefits Leave of Absence webpage](#).



DC Parental Leave (for School Events)

Under the District of Columbia Parental Leave Act, employees may take twenty-four (24) hours of unpaid DC Parental Leave per year to attend school-related events for the employee's own children or other children in the employee's direct family. School-related events are those sponsored by a teacher, school or parent-teacher association, including concerts, plays, rehearsals, sporting games or practices and meetings with teachers or counselors.

Please note: The university has elected to extend the leave provisions under the DC Parental Leave Act to eligible employees whose work location is outside of DC.

This Act applies to an employee who is a

- parent of a child;
- guardian of a child;
- custodian of a child;
- aunt of a child;
- uncle of a child;
- grandparent; or
- spouse or domestic partner to a person listed above.

 **Manager Tip** A manager may only deny DC Parental Leave if it creates an undue hardship on the department's operations.

Employees must provide at least ten (10) days' advance notice, unless the school event was not foreseeable.

During DC Parental Leave, employees may elect to use annual time to remain in paid status or take the leave unpaid. Those time off requests should be made via the applicable time reporting system for payroll processing.

How to Apply for DC Parental Leave

To apply, please contact Benefits or visit the [Benefits Leave of Absence webpage](#).



Military Duty Leave

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) outlines the protections afforded to service members called into military service, voluntarily or involuntarily. USERRA guarantees an employee returning from military service or training the right to be reemployed at his/her former job (or as nearly comparable a job as possible) with the same benefits. [Your Rights Under USERRA \(PDF\)](#) summarizes the employment and reemployment rights for uniformed service members.

Pay Protections

Military duty leave is unpaid; however, employees may elect to use accrued annual or sick time during military duty leave. While USERRA forbids an employer from requiring an employee to use his/her paid time off during a period of military service, if elected, the paid time off would be paid at the employee's regular base pay rate.

Benefits Continuation During Military Leave

When activated for duty, uniformed service members receive military healthcare. The Veterans Benefits Improvement Act (VBIA) expands the rights of military personnel to continue their employer-sponsored health insurance coverage for twenty-four (24) months. An employee may not be subjected to a waiting period for health insurance coverage after the employee returns from military service and is reemployed. For more information on continuation of GW benefits during military duty leave, please visit the [Benefits website](#).

Reemployment Guarantees

If the criteria listed below are met, returning service members will be reemployed upon application for reinstatement. Service members must return to their jobs within a predetermined period after they are deactivated, based on how long they were gone.

In general, if the employee has been absent from a position of civilian employment because of service in the uniformed services, s/he will be eligible for reemployment under USERRA by meeting the following criteria:

- The employer had advance notice of the employee's military obligation;
- The employee has been away from this employer five (5) years or fewer due to military obligations (excluding exemptions);
- The employee returns to work in a timely manner as defined under USERRA;
- The employee has not been separated from uniformed Services with a disqualifying discharge or under other than honorable conditions; and,
- The employee was not in a position that was temporary or limited to a specific time period or project where there was no reasonable expectation that employment would continue indefinitely or for a significant period.

Manager Tip Employers may fill positions with temporary or contract workers for the duration of the original employee's service. Employers must notify employees temporarily filling such positions when service members are slated to return.



With certain exceptions, returning service members, upon reapplication, will be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. To be eligible for protection under USERRA, the service member must report to work or apply for reemployment within the following guidelines:

- 1 - 30 days of service: Report next scheduled workday after safe travel and eight (8) hours rest;
- 31-180 days of service: Apply within fourteen (14) days after completion of service; or
- 181+ days of service: Apply within ninety (90) days after completion of service.

Reasonable accommodation must be made for returning employees who have become disabled during their service. If the employer is unable to make reasonable accommodation within the old position, the employee will be offered another position for which s/he is qualified or could become qualified. Disabled veterans have two (2) years to return to their jobs after their service ends. Returning service members should contact their Human Resources Representative prior to returning to work as outlined in the USERRA rules. Failure to notify HR of an impending return to work may negatively affect payroll and benefits processing.

Benefits Enrollment

Upon return to active employment, employees may re-enroll or make a change (consistent with a qualifying life event) to benefits coverage within thirty (30) calendar days of returning to work via the [EasyEnroll system](#). If no election is made, the next opportunity to enroll will be during open enrollment or within thirty (30) calendar days of a [Qualified Life Event \(QLE\)](#).

Retirement Contributions

Eligible employees will also receive any base contributions to their retirement savings account that would have been made if the employee had not been on unpaid military duty leave. Eligible employees also have the right to make up any missed contributions to the Supplemental Retirement Plan and receive matching contributions within a certain period after returning to work. Please contact Benefits for details.

Annual Time

Returning employees who had an accrued annual time balance prior to going on military duty leave that was forfeited at the end of the fiscal year will have that balance reinstated.

How to Apply for Military Duty Leave

To apply, please contact Benefits or visit the [Benefits Leave of Absence webpage](#).



Personal Leave - Staff

Benefits-eligible staff may request personal leave for extenuating situations that do not fall within the provisions of other university leave categories (e.g., FMLA, military duty) such as:

- An absence for educational or training purposes; or
- The extension of the leave period in another category contained in this Guide, such as family leave under the FMLA.

Personal Leave Eligibility

Unpaid personal leave may be requested after completion of ninety (90) days of employment.

Staff members who have fewer than six (6) months of service in a benefits-eligible position may request a personal leave of absence for a period not to exceed ten (10) workdays.

Staff members who have completed a minimum of six (6) months of service in a benefits-eligible position may request longer periods of personal leave.

Coordination with Paid Time

All applicable accrued annual and sick time must be exhausted during approved personal leave. For example, if an employee is requesting personal leave to care for an ill family member, both annual and sick time will be exhausted. If the leave is for training or educational purposes, only annual time will be exhausted.

Benefits Continuation During Personal Leave

While on approved personal leave, employees are eligible to continue specific benefits and may be required to pay applicable contributions toward premiums. For information on benefits continuation during personal leave, visit the [Benefits website](#).

Effect of Personal Leave on Merit Increases

For personal leave periods exceeding ninety (90) calendar days, the amount of merit increase, if any, may be prorated based on time spent at work during that performance review period.

Requests for Personal Leave

An employee must submit a completed Personal Leave Request form (see below) as far in advance of the intended leave as possible to his/her manager. A copy of the request should also be sent to the employee's HR representative. The request must include the purpose of the leave, the date the leave is to begin and the date the employee intends to return to work.

In deciding whether to grant a request, the department's and university's operational and staffing needs, the availability of replacements, the reason for the employee's request and the employee's job performance and attendance will be considered. The approval of the leave request does not guarantee job reinstatement, and the employee's position may be filled, modified or eliminated during the period of personal leave. If the employee is not reinstated, s/he may apply for vacant positions.

To apply, the [Personal Leave Request Form \(PDF\)](#) must be completed, approved by the employee's manager and HR Representative and forwarded to Benefits for record keeping.

Leave for Religious Observances

Employees may use annual time for religious observances that are not part of the university's regular [Holiday Schedule](#) by submitting their paid time off request via the applicable time reporting system, in accordance with established departmental procedures.

For additional support regarding religious accommodations, please call the Office of Equal Employment Opportunity & Employee Relations at (202) 994-9656.



We Are Here to Help

Questions About Paid Time Off

For questions regarding your paid time off programs included in this Guide, please contact Benefits at:

 **(571) 553-8382**

 **timeoff@gwu.edu**

 **benefits.gwu.edu/timeoff**

Please contact Payroll Services for issues directly related to payroll at:

 **(571) 553-4277**

Follow Benefits for the latest updates, reminders and events:

 **[@gw_benefits](https://twitter.com/gw_benefits)**

 **blogs.gwu.edu/gwbenefits**

Questions About Unpaid Leave

For questions about leave relating to personal health issues and/or health issues of a family member, birth/adoption of a child, military deployment, short-term or long-term disability or personal leave, please contact Benefits at:

 **(571) 553-8382**

 **benefits@gwu.edu**