PERSONAL LEAVE GUIDE AND CHECKLIST

Benefits-eligible staff may request personal leave if an absence does not qualify for FMLA or another university leave category. The amount of time that may be approved depends on your length of service and the operational needs of your department. This guide is designed to assist you through each step of your personal leave. A helpful leave checklist is also available at the end of this guide.

PERSONAL LEAVE GUIDELINES
Please review the important policy information about personal leave, including eligibility and coordination with paid time off.

PAY DURING PERSONAL LEAVE
- Depending on the number of unpaid days taken during your personal leave, annual and sick time accruals may need to be pro-rated. Additional details can be found in the Time Off and Leave Guide.
- All applicable accrued annual and sick time must be exhausted during approved personal leave. Benefits will process this time off in the Time Reporting System (TRS) on your behalf.

Annual and Sick Time Exhaustion
- If an employee is requesting personal leave to care for an ill family member, both annual and sick time exhaustion will be required during personal leave.
- If the leave is for training or educational purposes, only annual time exhaustion will be required.

BENEFITS CONTINUATION
Carefully review important benefits continuation information on the Benefits website. Failure to review this information may have negative impact on benefits coverage.

COMMUNICATE
Provide Benefits with your preferred email address or phone number. Otherwise, all benefits communications will be sent to your GW email address.

RETURNING TO WORK
- Review the Benefits website for more information about returning to work including benefits re-enrollment guidelines.
- Confirm your return to work date with your manager and Benefits. Failure to notify Benefits of your return to work may negatively affect payroll and benefits processing.

HOW TO APPLY
Personal leave is managed at the department level. Employees must complete the personal leave request form (PDF) as far in advance of the intended leave as possible.
CHECKLIST OF IMPORTANT ACTION ITEMS

BEFORE OR UPON YOUR LEAVE BEGIN DATE

☐ Review the personal leave policy.
☐ Review important benefits continuation information on the Benefits website.
☐ Provide Benefits with your preferred email address and phone number.
☐ Submit the personal leave request form to your manager for approval and forward the completed form to Benefits.
☐ If taking unpaid leave and cancelling benefits, submit your cancellation in Easy Enroll.
☐ If taking unpaid leave and continuing benefits, remit payment for your premiums.

RETURNING TO WORK

☐ Confirm your return to work date with your manager and Benefits.
☐ Review the GW Benefits website on returning to work, including benefits re-enrollment.

NEED ADDITIONAL ASSISTANCE?
For questions regarding paid time off and leave programs, please contact Benefits at:
Email: timeoff@gwu.edu | Phone: (571) 553-8382 | Online: https://hr.gwu.edu/time-and-leave

ADDITIONAL BENEFIT RESOURCES

- GW’s Well-Being Hotline can help support a wide range of life events, including work-life solutions and confidential counseling.
- Employees enrolled in GW’s group life insurance are eligible for the LifeKeys® program which provides access to a wide array of services including estate planning, identity theft resources and beneficiary support.
- GW’s Health Advocate program is an independent healthcare advocacy company that offers personalized, expert help to navigate healthcare systems to save time and money.
- Additional well-being programs can be found on the Benefits website.