

Procedure:

Reporting Time: Leave; FMLA: Regulatory, Intermittent, Unpaid; Military- Paid, Partial Pay; Unpaid, Parental Leave- Non-FMLA

Effective Date:

2/1/2020

Revision Date:

N/A

This job aid reviews the steps within Workday to report you leave time.

ROLE	RESPONSIBILITIES
Employee	1. REPORTING TIME OFF: In order to ensure you receive your paycheck while on leave please following the instruction in your approval letter, please be advised failure to submit your time will impact your paycheck. - Once you have received your approval letter and designation notice log into workday and select Time Off:  Time Off - On the request screen click on "Time Off":  - View your Balance Per Plan – Sick Leave and Annual Leave on left side of screen - You must exhaust all of the sick leave you have on the books first. Therefore you will select the number of days on the calendar that coincide with the number of hours under your balance for sick leave - Once you have selected all of the days click on the orange button at the left bottom of the screen that shows your total number of requested time off days: 

Please contact the Human Resources Absence Management Office at (702) 895-3504 for changes to this Job Aid.

Employee

- Once the Request Time Off box appears select the **"Type" (Sick Leave)** and indicate the number of hours in the **Daily Quantity** box:

When Monday, February 10, 2020 - Friday, February 14, 2020
Tuesday, February 18, 2020 - Friday, February 21, 2020
Monday, February 24, 2020 - Friday, February 28, 2020

Type *

Daily Quantity *

Unit of Time Hours

Comment

 enter your comment

Submit

Cancel

- Click Submit
- Once you have completed the submittal of your sick leave you will proceed to selecting the remaining time off dates under your **annual leave** and indicate the **Daily Quantity**: **If you are utilizing your short term disability you do not need to complete this step.**

When Monday, March 2, 2020 - Wednesday, March 4, 2020

Type *

Daily Quantity *

Unit of Time Hours

Comment

 enter your comment

Submit

Cancel

- Click Submit

Employee

- Please do not submit annual or sick time for official holidays. You will be required to click on those days separately and submit them as FMLA Holiday:

When Monday, January 20, 2020

Type *

Daily Quantity *

Unit of Time

Comment

enter your comment

Submit

Annual

Bereavement

Business Travel

Civil Leave

Family Sick

FMLA Holiday Pay

LWOP Authorized

LWOP Unauthorized

Sick Leave

Training

zAdmin Leave w/pay

- 12.** Your leave request will be routed to your manager/supervisor for approval in the Workday System.

PLEASE READ:

If you return from leave prior to the original return date, you must submit the Family & Medical Leave Act (FMLA) Medical Release notice to the HR Absence Management Coordinator.

You will be responsible for correcting your time in the workday system.

Please see the “Return to Work Job Aid”

MANAGER/SUPERVISOR REQUESTING FAMILY MEDICAL LEAVE ON BEHALF OF THE EMPLOYEE

ROLE	RESPONSIBILITIES
Manager/Supervisor	SUPERVISOR/MANAGER While Managers have the ability to place their employees on time off within the Workday system, we recommend contacting Human Resources prior to doing so. This will ensure the process is handled correctly. If your employee is unsure of how to submit their leave request in workday have them contact the leaves off at: 702-895-1837 or HRleave@unlv.edu

Source Documents	
• State of Nevada- FMLA Leave of Absence Form • FMLA Employee Rights and Responsibilities • FMLA General Guidance website • Employee's Guide to FMLA • Parental Leave Policy • Family & Medical Leave Act (FMLA) Medical Release Form	
Human Resources Absence Management Contacts	
Michael Villapando Absence Management Coordinator (702) 895-1837 Michael.villapando@unlv.edu	Human Resources Front Desk (702) 895-3504

SEE RETURN TO WORK JOB AID FOR ADDITIONAL INFORMATION

Please contact the Human Resources Absence Management Office at (702) 895-3504 for changes to this Job Aid.

 Office of Human Resources WORKDAY JOB AID- Campuswide	Procedure:	Return to Work; FMLA: Regulatory, Intermittent, Unpaid; Military- Paid, Partial Pay; Unpaid, Parental Leave- Non-FMLA
	Effective Date:	2/1/2020
	Revision Date:	N/A

PLEASE READ:

An employee cannot return to work unless an FMLA Medical Release form has been completed by the employee's physician and submitted to the Human Resources Absence Management Office prior to the return to work date.

This job aid reviews the steps an employee must complete in order to return to work from leave.

ROLE	RESPONSIBILITIES
Employee Employees on leave due to their own serious health condition and returning to work <u>without any restrictions.</u>	1. Request your health care provider to complete the Family & Medical Leave Act (FMLA) Medical Release form 2. Submit the completed Family & Medical Leave Act (FMLA) Medical Release form <u>directly</u> to the HR Absence Management Coordinator by fax to 702-895-1545 or email at HRleave@unlv.edu prior to your return to work date (Your health care provider may send the form on your behalf as well) 3. Return to work on the appropriate date.
Employee Employees on leave due to their own serious health condition and returning to work <u>with restrictions.</u>	1. Request your health care provider to complete the Family & Medical Leave Act (FMLA) Medical Release form 2. Submit the completed Family & Medical Leave Act (FMLA) Medical Release form <u>directly</u> to the HR Absence Management Coordinator by fax to 702-895-1545 or email at HRleave@unlv.edu prior to your return to work date. (Your health care provider may send the form on your behalf as well) 3. Human Resources will review and determine if the restriction(s) request needs to be sent to Title IX Office with a request for reasonable accommodation, if so the Title IX Office will contact the employee, if not the employee will be contacted by HR
Employee Employees on leave due to a family serious health condition <u>returning to full time.</u>	Notify the HR Absence Management Office of your full time status at 702-895-1837 or email at HRleave@unlv.edu
SUPERVISOR/MANAGER	Supervisor/Manager will be contacted by the Title IX Office regarding their employee

Source Documents

- State of Nevada- [FMLA Leave of Absence Form](#)
- [FMLA Employee Rights and Responsibilities](#)

Please contact the Human Resources Absence Management Office at (702) 895-3504 for changes to this Job Aid.

- [FMLA General Guidance website](#)
- [Employee's Guide to FMLA](#)
- [Parental Leave Policy](#)
- [Family & Medical Leave Act \(FMLA\) Medical Release](#)

Human Resources Absence Management Contacts

Michael Villapando
Absence Management Coordinator
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