



## Paid Time Off Guide

Per [Article 28](#), salaried ASEs appointed to a 9-month term assistantship at 50%FTE are entitled to 48 hours of **paid vacation time off**. Leave is prorated proportionally to term and FTE. Unless otherwise approved, vacation time off must be used in four-hour increments during academic semester breaks or as otherwise mutually agreed upon by the ASE and their supervisor. Vacation time off requests are to be approved by the supervisor prior to the time being taken off.

Per [Article 30](#), salaried ASEs appointed to a 9-month term assistantship at 50%FTE are entitled to 36 hours of **paid sick leave**. Leave is prorated proportionally to term and FTE. Sick leave time off may only be used for reasons described in Article 30.1.3. When ASEs need to be absent from work for sick purposes, they are to provide notice of the request to their supervisors as soon as the need is known.

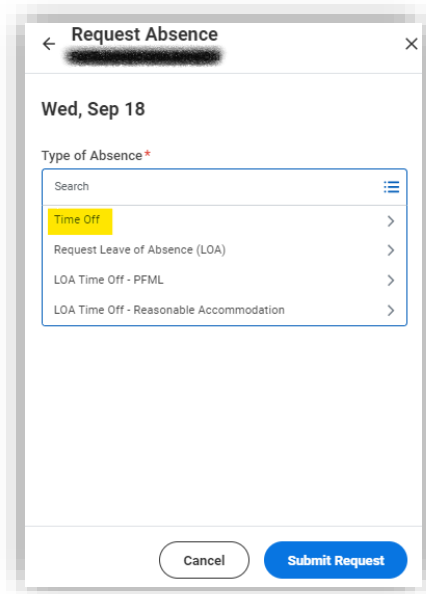
Contract provisions allow **leave without pay (LWOP)** to be granted for periods beyond the terms of paid leaves at the sole discretion of the Department or Hiring Unit, in accordance with [Article 30](#). Leave without pay will need to be entered by the HR Partner if approved by the supervisor. Please review the [Enter and Correct Time Off and Absence on Behalf of Employee – HR Partner and Timekeeper](#) Workday reference guide for information on how to record leave without pay for appropriate hours not worked.

### **Requesting Time Off**

ASEs are to enter accurate time off into Workday each pay period in which they request time off. See [Workday Knowledge Base Employee Request and Correct Time Off](#) for detailed instructions.

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ASEs will access their manage absence calendar and elect 'Type of Absence: Time Off.'



The ASE will be then elect type of absence: Vacation Time Off or Sick Leave Time Off. Once leave is entered, it will route to the supervisor for approval.

The screenshot displays the 'Request Absence' interface. At the top, there is a back arrow, the title 'Request Absence', and a close 'X' button. Below the title, the date 'Wed, Sep 18' is shown. The main section is titled 'Type of Absence\*' and contains a search bar with a list icon. A dropdown menu is open, showing a list of leave types under the heading 'Time Off'. The options are: Civil Leave, Leave Without Pay - Extended STPPL, Leave Without Pay Time Off (LWOP), Military Leave Time Off, Paid Short Term Pregnancy / Parental Time Off, Sick Leave Time Off (highlighted in yellow), Sick Leave Time Off - Extended STPPL, Vacation Leave - Extended STPPL, and Vacation Leave Time Off (highlighted in yellow). At the bottom of the screen, there are two buttons: 'Cancel' and 'Submit Request'.

**Note:**

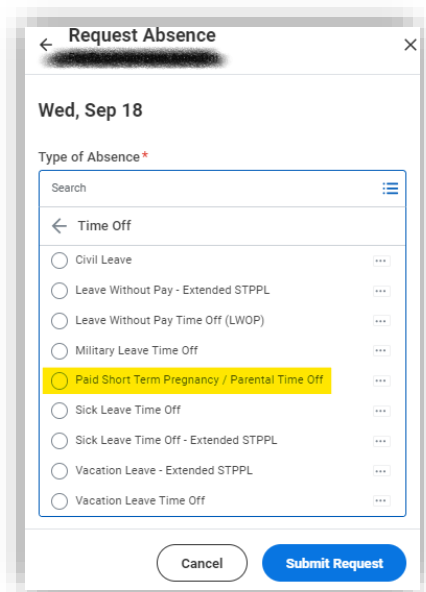
- Leave options will not appear if Workday does not have leave buckets for the ASE. Please contact the Graduate School at [gs.finance@wsu.edu](mailto:gs.finance@wsu.edu) immediately for assistance.
- Leave buckets are assigned based on position term (9-month or 4.5<= 6 months) and union representation.
- Assistantships with a late start will earn prorated leave proportional to the length of the appointment, the Workday position term and FTE.



### Short-Term Pregnancy/Parental Leave

Graduate students who are salaried ASEs must follow the procedure in Chapter 5 of the Graduate School Policies and Procedures to apply for [Short-Term Pregnancy/Parental Leave \(STPPL\)](#). Through the STPPL form, students will also have the option to request Extended STPPL. Once approved, the Graduate School Finance Team will enter in Workday the 6-weeks of paid Short-Term Pregnancy/Parental time off.

The image below shows the STPPL option that will be entered by the Graduate School Finance Team. The Graduate School will be the only unit allowed to submit this type of paid leave.

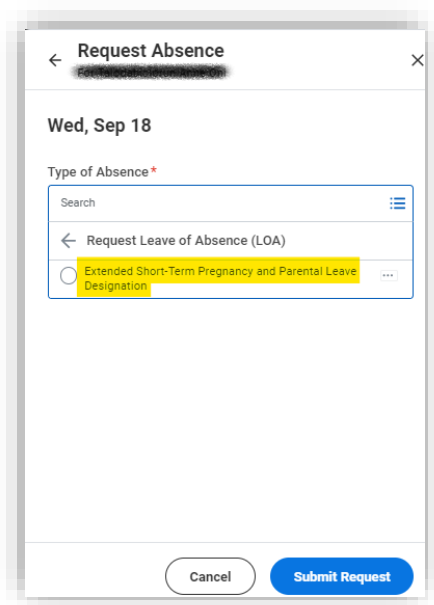


A notification in Workday will be sent to the ASE, HR Partner, and Supervisor when the STPPL is entered into Workday. No further action is needed.

If dates need to be changed because the ASE started leave prior to the start date requested or started leave after the original date requested, please send an email to [gs.finance@wsu.edu](mailto:gs.finance@wsu.edu) with the updated leave start and end dates (maximum of 6 weeks) so Workday can be updated.

### Extended Short-Term Pregnancy/Parental Leave

Eligible salaried ASEs may utilize any combination of awarded sick leave, vacation time off, or leave without pay to extend their short-term pregnancy/parental leave. This option is designated in Workday as **Extended Short-Term Pregnancy/Parental Leave**. When an ASEs elects Extended STPPL, the Graduate School Finance Team will enter this designation in Workday. See designation image below.



The ASE, HR Partner, and Supervisor will receive a notification in Workday when the Extended STPPL designation has been submitted.

**The ASE is responsible for submitting their designated Extended STPPL leave types: vacation time off, sick leave, or leave without pay (LWOP) during the Extended STPPL time period.** See image below of allowable leave types to enter. Please note, the ASE will continue to be paid regular pay (R/T Earnings) if leave is not entered during the Extended STPPL time period.

