

## Time off tracking for Academic Student Employees

Effective this quarter, Fall 2022, TAs, RAs, and ASE Predoc Instructors are required to submit their holidays taken, personal holiday taken, and sick time taken off in Workday. Vacation time off tracking is expected to be addressed in the future, but is not included at present.

The UAW contract includes the provisions below for Graduate Student TAs, RAs, and ASE Predoc Instructors for time off for an appointment at 50% for 9 months. Please note that this does NOT apply if you are appointed as a graduate student fellow and are paid a stipend.

- University Holidays & 1 Personal Holiday [Article 10]
- 20 Vacation Hours per quarter [Article 32]
- 28 Sick Hours (7 4-hour days) [Article 17] over 9 months

Please see <https://hr.uw.edu/studentemployment/time-off-and-leave-policies/academic-student-employees/> for more information.

What does this mean?:

- When there is a UW holiday you will need to enter the holiday taken/time off in Workday (4 hours of holiday is paid for a 50% FTE appointment)
- When you use your personal holiday you will need to enter that time off in Workday (4 hours/year for a 9-month appointee).
- When you use sick hours (28 hours for 9 months; prorated for appointments less than 9 months)

Please notify the Chair when you enter time off in Workday so they can log in and approve your request. It is always best practice to alert your supervisor (instructor or other course personnel if a TA or your PI if an RA) when you are taking leave time. Please discuss with them how they would like to be notified of absences.

Entering time off in Workday:

- Log into Workday
- Expand the "Menu" at the top left.
- Select "Absence"
- Select "Request Absence"
- Select the date & then follow the prompts to enter the leave (sick time off, holiday taken/time off, or personal holiday time off)
- Enter the # of hours you are reporting (typically this will be 4 for a 50% appointment)
- Please also enter a comment that includes the name of your instructor if you are a TA or your advisor if an RA, or if you are an instructor of record.

Let the Administrator or GPA know if you have any questions.