

PAID LEAVE CLAIM PENDING 2024

Continuous Leave

EMPLOYEE INDICATES USE OF LEAVE IN WORKDAY

Employee enters accrued leave or Leave Without Pay in Workday

IF LEAVE IS USED

Employee receives any payment for accrued leave on their regularly scheduled payday.

EMPLOYEE DOES NOT INDICATE USE OF LEAVE IN WORKDAY

Agency sends employee a form to indicate leave type.

Agency places employee on a leave of absence in Workday pending notification from employee on the use of accrued leave.

NO RESPONSE

Employee remains on leave of absence in Workday.

EMPLOYEE INDICATES DESIRE TO USE ACCRUED LEAVE

Agency applies accrued leave and provides any monies owed from previous pay period(s) within three business days.

If during a payroll blackout date, payment will be made within three business days after the blackout dates.

Employees may use any amount of accrued leave/Leave Without Pay on days they receive Paid Leave benefits up to their scheduled work hours.

Intermittent Leave

Employee enters their accrued leave/Leave Without Pay into Workday for full day absences.

Retroactive Changing of Leave Type

LEAVE WITHOUT PAY TO ACCRUED LEAVE

ALLOWED

If employee chose to use Leave Without Pay while claim pending or while receiving benefits and later changes to use accrued leave, agency applies accrued leave and provides payment to employee within three business days.

ACCRUED LEAVE TO LEAVE WITHOUT PAY

NOT ALLOWED

If employee chose to use Accrued Leave while claim pending or while receiving benefits and later wishes to change to Leave Without Pay, request to change will not be accepted.