

Academic Staff: Employee Leave Guide

Please see the relevant web* sections for how to apply for various leave types and information on pay options. The following information is designed to guide employees through their responsibilities when requesting and taking a leave of absence.

Prior to going on leave:

Notify your department and relevant vendor at least 30 days in advance of your known leave start.

Follow departmental call-out procedures while your leave request is pending.

Non-exempt employees should submit a timecard for hours worked before or after leave, submitting timecards is not required during your leave.

Managers can input Paid Time Off until benefits begin for employees to receive pay.

Email leave@virginia.edu to supplement Short Term Disability with PTO.

For unpaid leave types without an accompanying paid benefit such as Short-Term Disability or Paid Parental Leave, managers or employees can input available PTO in Workday.

During your leave:

Complete required documentation for the department, HR, or the vendor based on your leave type.

For medical leave, follow up with the treating physician on necessary paperwork for timely approval or extension of leave or disability benefits.

It is your responsibility to follow up with your healthcare provider on information required by a vendor to approve or extend your leave.

For all leave types, keep your manager informed of your expected return date and make all extension requests promptly.

Before returning to work:

If there are recommended restrictions, send your provider's return-to-work note to leave@virginia.edu or fax it to 434-924-4042.

Inform the Leave Team if your department has granted an extension not approved by the vendor and follow the applicable leave process.

Upon return to work:

If your leave status has not been updated in Workday upon return, email leave@virginia.edu with your return date.

*Web References:

[Becoming A Parent](#)
[Disability Benefits](#)
[Leaves of Absence](#)

[Occasional Time Off](#)
[Paid Time Off](#)