



# LEAVE MANAGEMENT

IN WORKDAY



HUMAN RESOURCES  
COLORADO STATE UNIVERSITY



# TABLE OF CONTENTS

- Workday Terminology: Time Off and Leave of Absence
- Time and Scheduling Hub (+ View Absence Allowances)
- Absence Calendar + Team Calendar Overview
- Time Off Workflow and Approval Process
- Absence Types
- CSU FAMLI
- Sun Life Application Portal
- Other Leave Types
- Cutover for Time Off



## TIME OFF

Generally shorter in duration. Known length of time and requires approval. Examples include sick time off, annual time off, and jury duty.



## LEAVE OF ABSENCE

Generally longer in duration. Return to work date is not always known and may be an estimate. Status changes to **On Leave. Requires a return from absence.** Examples include FMLA, CSU FAMLI, and Leave Without Pay.

## Time Off Type Examples

Annual

Sick

Bereavement

Inclement Weather

Injury Leave

Paid FML (SC)

Jury Duty

Volunteer Service Hours (VSH)

Volunteer in Public Schools (VIPS)

Union Duties

Compensatory

Administrative Leave - Other

# TIME OFF TYPES

Time off options in workday include sick, annual, bereavement and inclement weather. Most of these options are entered directly by the employee, but can also be entered by the department's Absence Partner.

**'Absence Partner'** is a role assigned within Workday that grants that individual access to managing employee absence for their department or area.

Within Workday, an employee will only have the option to select types of leave that they are eligible for. Some leaves, like Paid FML and inclement weather can only be entered by an Absence Partner.





## TIME OFF ENTRY

## TIME OFF APPROVAL

EMPLOYEE	ABSENCE PARTNER	MANAGER	ABSENCE PARTNER
Annual	Administrative Leave - Other	Union Duties (SC)	Bereavement
Sick	Union Duties (SC)	Alternative Holiday	Civil Duty
Jury Duty	Injury on Duty	Annual Leave	Jury Duty
Volunteer Hours	Compensatory Time Payout	Compensatory Time	Volunteer Service Hours (VSH)
Volunteer in Public Schools	Alternative Holiday	Sick Leave	Volunteer in Public Schools
Bereavement	Paid FML (SC)	Volunteer Service Hours (VSH)	(VIPS)
Compensatory Time	Leave Without Pay (Non-FAMLI)	Volunteer in Public Schools (VIPS)	

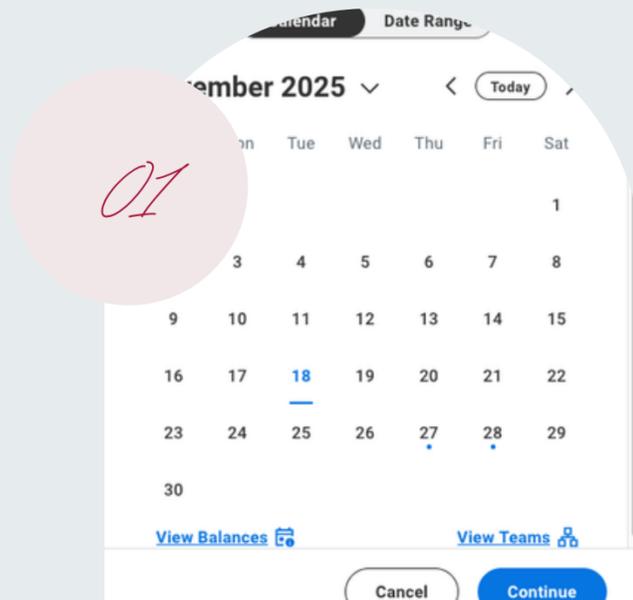


## TIME OFF CORRECTIONS

**EMPLOYEES CAN EDIT ANY TIME-OF THEY ARE ABLE TO ENTER. ABSENCE PARTNERS CAN EDIT OR CANCEL ANY TIME-OFF OR LEAVE OF ABSENCE.**

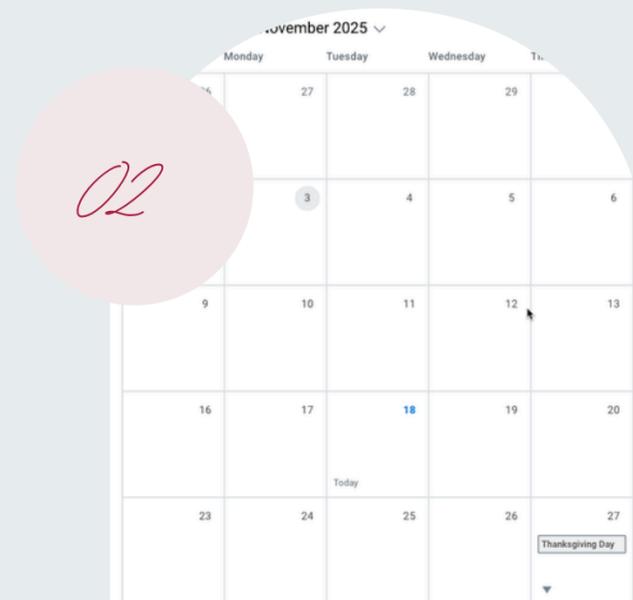
1. Select **Menu** and **Manage Absence** to access the calendar.
2. Select the **Entry** on the calendar that you want to edit.
3. Select the **Edit** button.
4. Make the necessary edits to the request, and then select **Submit Request**.

# WORKDAY CALENDARS



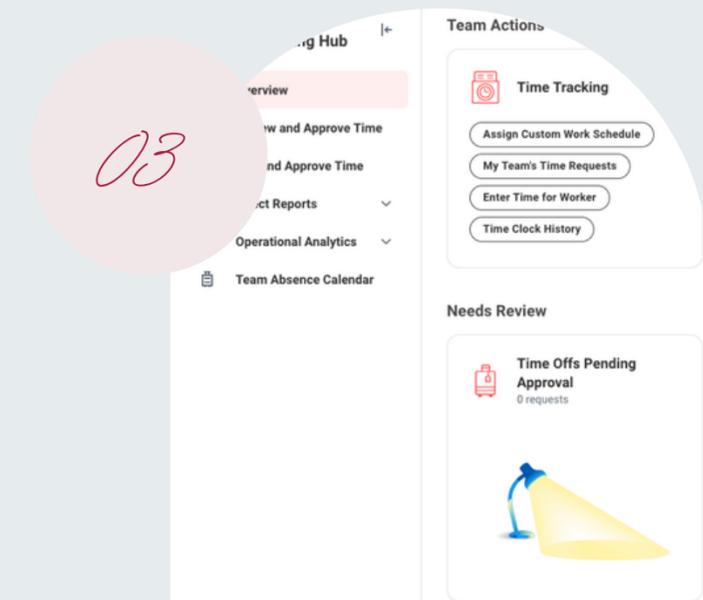
## ABSENCE CALENDAR

Available for all employees to request, edit, and manage their own absences. Absence Partners can request, edit, and manage employee absences.



## TEAM CALENDAR

Allows employees to view scheduled absences across their team. **Type of absence and reason are not shown.**



## TIME AND SCHEDULING HUB

A central hub for time keeping, scheduling, and absence approvals for managers and Absence Partners.



# LEAVE TYPES

Leave is used for extended absences where the employee may be away for a longer period and their status or benefits could be affected. Leave may pause or reduce pay and accruals while the employee is out.

These leaves are not worker-selectable and are entered by:

## Absence Partner

- Administrative Leave
- Military Leave
- Leave Without Pay (Non-FAMLI)
- Sabbatical - 50 and 100%

## Division of Human Resources

- Short Term Disability
- Long Term Disability

## Sun Life

- CSU FAMLI
- Family Medical Leave
- 100% Parental Leave

LEAVE  
ABSENCE  
TIME OFF

# SABBATICAL

*Do I need to reduce the salary or FTE of a faculty member?*

No, do not reduce the salary or FTE, leave them at their regular rate. The Sabbatical event will reduce the salary based on their 50% or 100% option.

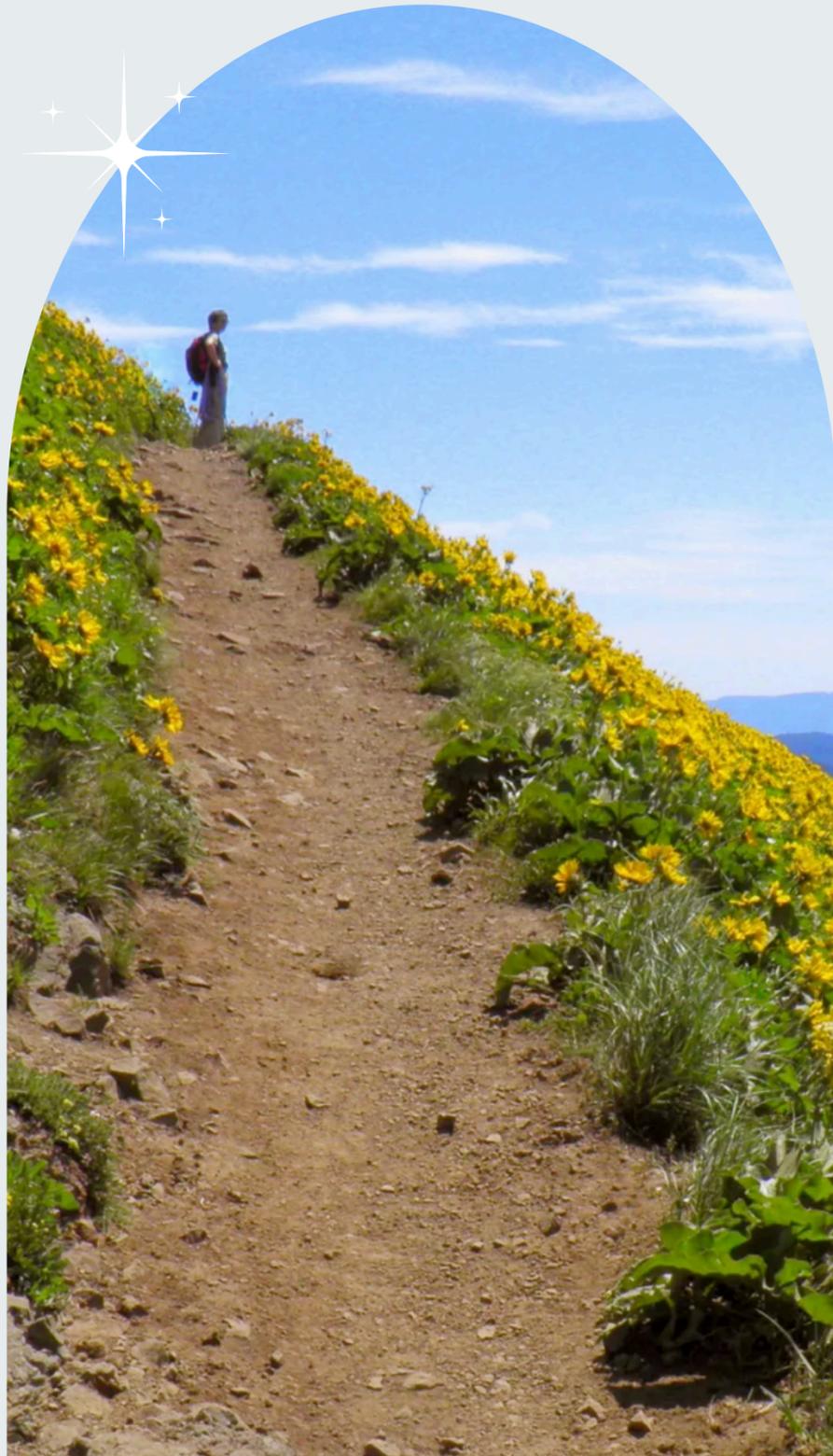
*What if they use their research funds to pay for the other half of their salary. How will this be done in Workday?*

If a faculty member is on a 100% sabbatical and grant funds will support the other 50% of their pay:

- Enter the employee on a 100% sabbatical in Workday.
- Then update the costing allocation so that 50% is charged to the appropriate grant and the remaining 50% is charged to the regular salary funding source.

If a faculty member is on a 50% sabbatical and will receive less than 50% of their pay from grant or research funding:

- Enter the employee on a 50% sabbatical in Workday.
- Then add Period Activity Pay for the portion funded by the grant or research source.



# LEAVE WITHOUT PAY

- LWOP used when an employee is away without paid time available
- Employees do not request LWOP in Workday
- HR Partner initiates LWOP through *Request Leave of Absence* when **not** related to CSU FAMLI
- Impacts pay, service time, and may trigger retro premiums or benefits billing
- The need for LWOP should be less frequent with other types of leave available

# ADMINISTRATIVE LEAVE

## Reserved for specific organizational purposes:

- Not used as a broad or default category for time away
- Applied only for disciplinary situations or approved special circumstances

**new!** Separated time off and is no longer recorded under Admin Leave:

- Inclement Weather
- Alternative Holidays
- Well-Being Days



*Are the extended sick leave and parental leave reimbursement policies continuing in 2026? If so, what do those processes look like in WD?*

## EXTENDED SICK LEAVE

Departments and/or employees will enter sick or annual leave into Workday using the regular time off types. This leave will be electronically requested by the department to be costed through the fringe and, if approved, a specified time off type will be entered by CSU Human Resources.

## PARENTAL LEAVE REIMBURSEMENT

12 weeks of Parental Leave will be automatically be charged to fringe and will no longer require reimbursement.

Sick and annual leave used for parental leave (for 12-month employees) will remain reimbursable. At go-live, this will still be handled manually, with plans to transition to an automatic costed leave type early in 2026.

The same web form will be used to request reimbursement for sick and annual leave during parental leaves for 12 month employees.



# RETURNING TO WORK

At the time of application, Workday will update the employee's status with the estimated return-to-work date provided to Sun Life, and Absence Partners will receive a notification as that date approaches, prompting them to review the case and take any required next steps.

## Responsibilities of Absence Partner

<b>Leave requires a Fitness to Return</b> (Employee's own health condition)	<b>Leave does not require a Fitness to Return</b> (Family member's health condition, care & bonding, etc.)
<b>Return to Work:</b> The employee will submit a fitness to return certification to the Absence Partner who will approve the action item if they are released to return on the estimated date.	<b>Return to Work:</b> If the employee returns on the estimated date in Workday (action item in the Workday inbox).  <b>Parental Leave:</b> Approve the return to work task when the employee completes the FAMLI and FML entitlement, even if they remain out on extended parental leave.
<b>Does Not Return to Work:</b> If they do not return to work on the estimated date, then the return can be "denied" and the employee should reach out to Sun Life to extend their absence.	
<b>Leave is Exhausted:</b> If the employee has exhausted leave and has not returned to work, they should communicate with their Absence Partner/Manager on next steps.	



# CSU FAMLI

## SUNLIFE

VIA APPLICATION PROGRAMMING INTERFACE (API)

CONTINUOUS AND INTERMITTENT

CSU FAMLI (CO PFML)

Family Medical Leave

Intermittent FAMLI and FML

Sun Life Pending Leave

## DIVISION OF HR

DIRECTLY INTO WORKDAY

CONTINUOUS AND INTERMITTENT

Top Off

Sick

Annual

Paid FML (SC)

Parental Leave

## ABSENCE PARTNER

DIRECTLY INTO WORKDAY

CONTINUOUS AND INTERMITTENT

None 🎉

Department Absence Partners will no longer make **any entries** for FAMLI-related leaves.

Sun Life and Division of HR entries are viewable by the Absence Partners



# CSU FAMLI CLAIMS

	<b>Before 1/1/2026</b> <b><u>All</u> leave is taken in 2025</b>	<b>After 1/1/2026</b> <b><u>All</u> leave is taken in 2026</b>	<b>“In-Flight” Crossover</b> <b>Began in 2025, crossed into 2026</b>
<b>Where to Apply</b>	CSU Human Resources Web Form	Sun Life Web Portal	CSU Human Resources Web Form
<b>Where to Submit Documentation</b>	Division of HR	Sun Life Web Portal or Case Manager	Division of HR (if updated information is required)
<b>Who Follows-Up on the Claim</b>	Division of HR	Sun Life	Division of HR
<b>Who Pays the FAMLI Benefit</b>	CSU Payroll through Oracle	Sun Life	CSU Payroll through Workday
<b>Who Enters and Pays Top Off</b>	Entered in TCP by Department Paid through CSU Payroll through Oracle	Entered in Workday by Div of HR Paid through CSU Payroll through Workday	Entered in Workday by Div of HR Paid through CSU Payroll through Workday



# CSU FMLA CLAIMS

## (NON-FAMLI)

Claims that are FML and FAMILI, should follow the FAMILI guidance.

	Date of Disability began and all leave taken in <u>2025</u>	Date of Disability began and all leave taken in <u>2026</u>	“In-Flight” Crossover Began in 2025, crossed into 2026
<b>Where to Initiate FMLA</b>	Employee’s Department	Sun Life Web Portal	Employee’s Department
<b>Where to Submit Documentation</b>	Department Absence Partner	Sun Life Web Portal or Case Manager	Department Absence Partner
<b>Who Follows-Up on the Claim</b>	Department Absence Partner	Sun Life	Department Absence Partner
<b>Who Designates FMLA</b>	Department Absence Partner	Sun Life	Department Absence Partner
<b>Who Enters Leave</b>	<b>FMLA:</b> Department Absence Partner <i>(if entered in 2025, CSU HR if entered in 2026)</i> <b>Time Off:</b> Department Absence Partner	Sun Life API (Automatic Update)	<b>FMLA:</b> CSU Human Resouces <b>Time Off:</b> Department Absence Partner*

\*Absence Partners should enter:

- **Continuous claims:** Sick, Annual or Unpaid Time Off
- **Intermittent claims:** Intermittent FML - Annual Leave, Intermittent FML - Sick or Unpaid Time Off





# SUNLIFE PLATFORM DEMO

Member Online Claims Demo



Member Claims Experience

▶ CC ⚙️<sup>HD</sup> 🔊 🗄️

# OTHER LEAVE TYPES



## SHORT TERM DISABILITY

### CLASSIFIED

- Apply through Unum
- Decision is made by Unum
- Entries for approved STD are made by the Division of HR
- Any requested “make whole” is entered by the Division of HR
- Leave status and duration is viewable by Absence Partner and Manager
- Estimated Return to Work request is sent to Absence Partner for release



## SHORT TERM DISABILITY

### FACULTY / ADMIN PRO

- Apply online through Human Resources
- Decision is made by Division of HR
- Entries for approved STD are made by the Division of HR
- Leave status and duration is viewable by Absence Partner and Manager
- Estimated Return to Work request is sent to Absence Partner for release



## LONG TERM DISABILITY

### FACULTY / ADMIN PRO

- If the employee applied for CSU FAML I and extended leave is needed, Sun Life will automatically begin a LTD claim
- If they did not apply for CSU FAML I, they apply directly through Sun Life
- If approves, status is sent to the Division of HR and LTD leave is entered
- Status and duration is viewable by Absence Partner and Manager
- Next steps discussed with the department





# FMLA

During cutover, where will sick, annual, jury, bereavement, and other time off entries will be entered, which will transfer into Workday, and what has to be re-entered. This will also set expectations for how balances carry forward and what employees will see.

### For time off used before 12/31/25



### For time off used after 1/1/26



### For time off used after 1/1/26



**Transferred balances of time off will be viewable as of Go-Live. New accruals are viewable after each pay cycle.**



# LIVE Q&A SESSIONS

Thank you for attending the Workday Absence training session. We appreciate your time and engagement. Your questions and feedback are important to us, and we want to ensure you feel confident using Workday.

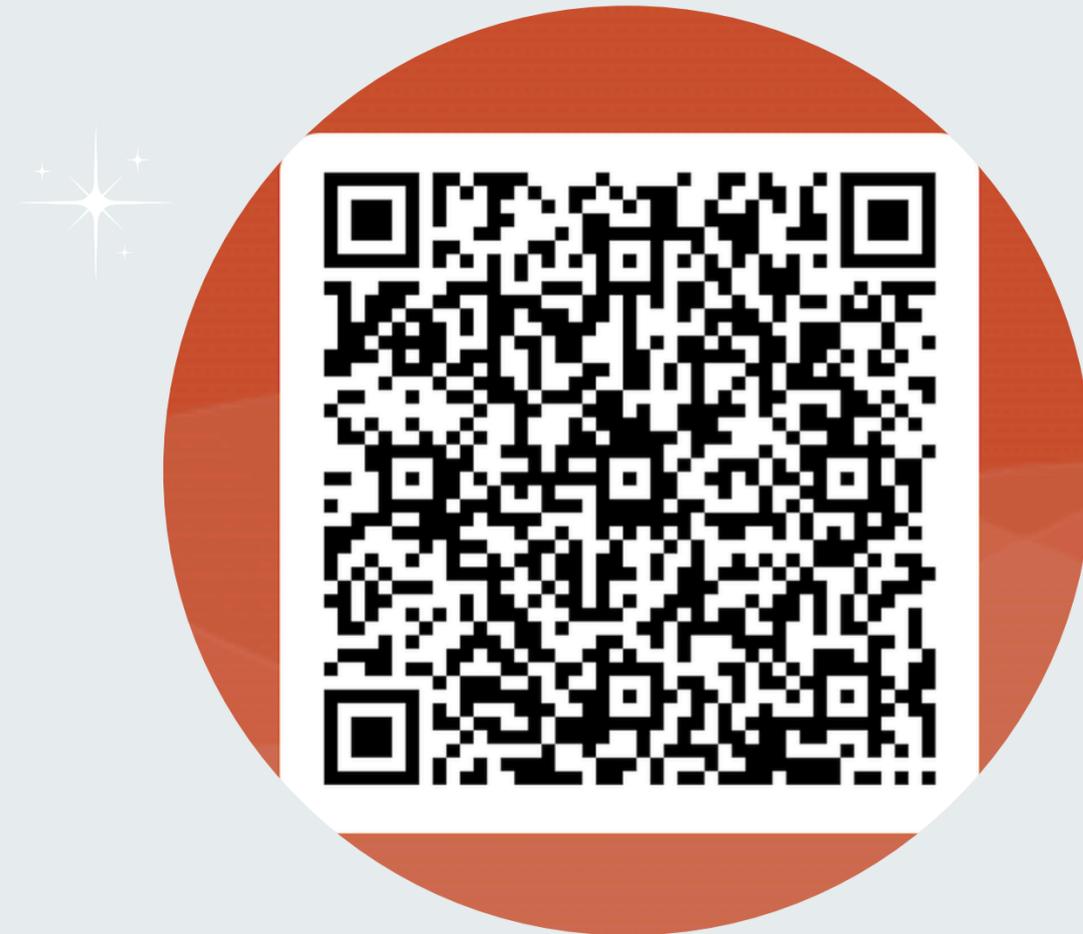
To support you further, we'll be offering two virtual, follow-up sessions on **December 8** and **9** where we will address your specific questions and provide additional demonstrations you may find helpful.

Use the form below or scan the QR code to submit questions or share thoughts with our team that will be addressed in the two live sessions. We look forward to hearing from you!

**Workday Absence Training Questionnaire**

---

970-491-6947



*Thank you!*

