

REDUCED RESPONSIBILITY, LEAVE WITHOUT PAY, ROSTER FTE OPTIONS FOR PROFESSORIAL TRACK FACULTY

REDUCED RESPONSIBILITY (RR) – *used for lapse of funding*

**Reduced responsibility is currently not applicable to teaching track

The complete policy, procedure, and guidance is located on the Office of Research webpage: <https://www.washington.edu/research/policies/gim-38/>. Faculty should work with their unit AHR team to complete the appropriate form.

Faculty with an obligation to fund all or part of their base salary, who experience a lapse in funding, would go into Reduced Responsibility status as provided for in GIM 38 with the intent of eventually returning to their full roster percent.

The initial period of RR status is up to one year in duration and may, with the approval of the Chair and Dean, be extended in increments of up to one year for a maximum of three consecutive years. It is expected that RR status will be reduced or eliminated as soon as additional funding is obtained, up to the former level of responsibilities and corresponding institutional base salary compensation in place at the time RR status was initiated.

If after three years of RR status the faculty member has not obtained funding for 100% of his/her former institutional base salary compensation, in consultation with the Chair and Dean the faculty member may be required to reduce a portion of their appointment FTE/roster percent (for a full-time faculty member it would result in a part-time faculty appointment).

Maintaining Benefits Eligibility: faculty would need to maintain at least 5% active FTE to maintain benefits eligibility.

Voting Rights: eligible voting faculty maintain voting rights at any FTE while on RR.

LEAVE WITHOUT PAY (LWOP) - *used for personal reasons, outside work*

Leave without pay is a temporary reduced-pay status and absence from duty, which is sometimes termed “LWOP” or “unpaid leave.” The information on this page applies to leave without pay that is discretionary and not an entitlement such as a leave associated with FMLA. LWOP may be full-time with no pay or part-time with the individual’s pay temporarily reduced commensurate with the duration and percentage of approved leave.

The policy page with a complete overview and procedure can be found:

<https://ap.washington.edu/ahr/policies/leave-without-pay-policy/>

Faculty may use LWOP for a variety of reasons, including:

- Personal reasons (e.g., family obligations or pursuing interests relevant to job duties and responsibilities)
- Parental leave where FMLA is not applicable
- Family care leave in circumstances where FMLA is not applicable
- When state or federal leave entitlements are not applicable or have been exhausted and faculty member needs continued leave
- Paid sick time off allotment has been exhausted
- Medical condition does not qualify for use of paid sick leave
- As a form of disability accommodation, determined and approved in the course of the interactive process with the Disability Services Office (DSO) and the faculty member’s unit
- Outside Professional Work as approved by the department and the Office of Research

Consecutive Quarter Limits

Faculty with a 12-month service period (SPH is a 12-month school) are limited to 8 consecutive quarters of LWOP. Consecutive quarters are those that ‘touch’, for instance, Autumn/Winter or Winter/Spring. For 12-month faculty, consecutive quarters would also include Spring/Summer and Summer/Autumn.

LWOP, of any duration or percentage, taken within a given quarter counts against the consecutive quarter limit. For instance, a leave from October 1 through November 30—while less than a full quarter—would count as one quarter against the consecutive quarter limit. LWOP that crosses academic quarters will count as two quarters against the consecutive quarter limit. For example, a LWOP between March 1 and April 1 touches both Winter and Spring Quarters and would, therefore, count as two quarters against the consecutive quarter limit.

A faculty member who has exhausted their consecutive leave eligibility is expected to return for a minimum of one full academic year before requesting additional leave. A

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request for LWOP beyond the consecutive quarter limit requires advanced review and approval by the Office for Academic Personnel and Faculty (APF). Units should work with SPH AHR to coordinate exceptional review prior to initiating the Workday business process.

Maintaining Benefits Eligibility: faculty would need to maintain at least 5% active FTE to maintain benefits eligibility.

Voting Rights: A faculty member on a leave of absence of more than 50% is not eligible to vote.

ROSTER PERCENT CHANGES – *permanent change to position FTE*

Typically, reduced responsibility or LWOP would be exhausted before considering changes to roster percent.

The roster percent reflects an academic appointee's contracted effort and institutional commitment as agreed to in an appointment letter. It is not the same as FTE, which can fluctuate when someone goes on an approved leave.

Such changes should be considered carefully with the Chair and Dean as they alter the institution's commitment. They may also impact performance expectations, the mandatory promotion review timeline, tenure value, and [insurance](#), [retirement](#), or other employee benefits. Note that faculty nearing retirement wanting to reduce effort would typically use LWOP, as changes in roster would impact retirement FTE. (i.e. retired faculty can be reemployed up to 40% of their FTE at retirement which is their roster %). If roster is reduced, reemployment eligibility is reduced accordingly.

While a roster percent change alters the level of overall effort, it does not alter appointment standards and requirements, or the range of academic responsibilities associated with the assigned rank/title/track as described in [Faculty Code Chapter 24](#).

Maintaining Benefits Eligibility: Roster percent cannot fall below 50% FTE, so benefits eligibility is not applicable for roster change scenarios.

Voting Rights: Roster percent cannot fall below 50% FTE, so voting eligibility is not impacted.

Additional Considerations and Exclusions

Mandatory review – Leave without pay for personal reasons is generally not permitted in the year the faculty member is going through mandatory review for promotion and/or tenure. Leave without pay in prior years may impact a faculty member's mandatory review date.

Patterns of use – Leaves requested under this policy should not be used in a manner that changes the individual's fundamental appointment relationship with the UW. A pattern of recurring use that results in a non-temporary, alternate work arrangement (e.g., leave every Spring quarter) would not be appropriate.

Sponsored visas – Employees on UW-sponsored visas may have limitations on their eligibility for LWOP, depending on the visa type. Please see pages below for more detail:

- [J-1 Reporting Requirements](#)
- [H-1B Reporting Requirements](#)