ASE TIME OFF TRACKING | QUICK GUIDE FOR SALARIED ASEs

As of September 16, 2022, salaried ASEs will request time off for personal holiday, holidays, and sick time off in Workday, UW's human resources and payroll system. There is currently no entry of vacation time off for use during breaks.

For complete details about time off eligibility, refer to your ASE contract. Visit New to Workday? for an introduction to Workday and to find additional guidance. Additional information is published on the Time off policies for ASEs webpage.

The table below summarizes when and how to track time off types but does not describe all contract provisions. Refer to your department's policies for more information, when applicable, on how to request and receive approval for the use of time off.

Time off type	Track time off	How to track in Workday	Additional notes
Holidays (Article 10)	• Enter holiday taken time off for holidays during academic quarters in which you have an appointment as a salaried ASE.	• See ISC's Holiday Taken Time Off Quick Guide. • Tip: Plan ahead! To avoid having to log in each holiday, you can record your intention to take the day off for upcoming UW holidays.	• Quarterly workload expectation is not reduced by holidays (Article 35). • Holiday taken time off does not route to the Time/Absence Approver for approval.
Personal Holiday (Article 10)	• Enter hours on the day you select to use as a personal holiday.	• See ISC's Using Your Personal Holiday.	• Quarterly workload expectation is not reduced by use of personal holiday (Article 35).
Sick Time Off (Article 17)	• Use if you need to miss scheduled work activities for one of the reasons listed in Article 17, unless you can shift work activities to another time. • *Example 1*: You have TA responsibilities Mon. and Wed. but are sick. Request sick time off for Mon. and Wed. but not Tues. • *Example 2*: You have a doctor's appointment and planned to grade papers at the time of the appointment. Do not request sick time off if you decide to grade papers at a different time.	• For *Example 1*: see ISC's Enter Absence (Time Off).	• Quarterly workload expectation is reduced by use of sick time off (Article 35). • However, if work is shifted to another time and sick time off is not used (*Example 2*), this does not reduce the quarterly workload expectation.