



June 5, 2018

TO: Texas A&M AgriLife On & Off Campus Unit Contacts

SUBJECT: Helpful Leave/Time Off Transactions in Workday

We hope the information on the following topics will be helpful to you:

[Consulting External Employment](#)

[Vacation Lump Sum](#)

[Adding State Comp Time](#)

[Administrative Leave](#)

[Carry Over Balance](#)

[Override – Remove – Enter Accrual Instructions](#)

Other useful information:

- **Sick Leave Pool Donations** - Donations to the Sick Leave Pool is handled the same as before. If employees wish to donate any of their remaining sick hours to the pool, please have them complete the top section of form AG-433 and send the form to me to process.
- **View FMLA balance** - While Workday does not display a balance for FMLA under the Time Off tab, you can see the hours used and remaining through a delivered report. Click on Related Actions from an employee name. Scroll to Time and Leave and click on View Leave Results. You can choose the leave types you are interested in viewing or leave fields blank to pull up all data contained in Workday. The “As Of” date will default to today but can be changed.
- **Educational Activity** - Workday does not display a balance for Educational Activity under the Time Off tab. Workday will keep track as to how many hours are used and it will not allow an employee to use more than 8 hours within each fiscal year. This type of leave is subtracted from your sick leave balance.
- **Use of Sick Leave to Attend an Educational Activity of a Child** - Employees may use up to eight hours of eligible sick leave with pay each fiscal year to attend an educational activity relating to their children in pre-kindergarten through 12th grade. For purposes of using this leave type, an educational activity means a school sponsored activity, including registration, a parent-teacher conference, tutoring, a volunteer program, a field trip, a classroom program, a school committee meeting, an academic competition, an athletic, music, or theater program.



General Usage Guidelines

- Employees must provide their supervisors with reasonable advance notice of the need for this leave type.
- Employees are limited to a total of eight hours of educational activity leave per fiscal year, regardless of the number of school-aged children in their respective households.
- A parent-teacher conference for this leave type is limited to parental meetings or interactions with the child's teachers and/or administrators (counselors, principals, etc.)

For questions, please contact: Doris Tykal, HR Specialist II at 979-845-2361 or dmtyal@ag.tamu.edu

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