The time off type **Unpaid Time Off – Authorized** with the reason code **COVID-19** is available for use in Workday.

**Unpaid Time Off – Authorized** has a pay effect (leave without pay) and an accruals effect (time off accruals are not awarded when an employee is in an unpaid status).

- ISU will continue to pay the employer portion of health care benefits (medical/prescription and dental) for an additional calendar month for employees on **Unpaid Time Off – Authorized** with reason code **COVID-19**. The employee will be responsible only for their portion of the benefits and will pay for their share through U-Bill.
**Employees**  
- Can **request** Unpaid Time Off – Authorized. The request will route to their supervisor for approval.

**Supervisors**  
- Can **initiate** and **approve** requests to place an employee on Unpaid Time Off – Authorized.

**Absence Coordinators/Timekeepers**  
- Can **initiate** and **approve** Unpaid Time Off – Authorized for exempt and nonexempt employees.

Once an employee has been approved for Unpaid Time Off - Authorized in Workday, a notification will be sent to the employee and/or supervisor, depending on who initiated or approved the request.
1. The Supervisor, Absence Coordinator or Timekeeper should search the employee’s name in the Workday search bar.

2. Under the employee’s profile, they should click on Time Off.
3. Click on Add Absence.

4. Initiate Unpaid Time Off – Authorized:
   a. Select the date(s) on the Absence Calendar in which the employee will be in this status
   b. Click the orange Request Absence button.
c. Type **Unpaid** in the search bar and select **Unpaid Time Off - Authorized**

d. Click **Next**.
Placing an Employee on Unpaid Time Off – Authorized in Workday

e. Select reason code
   COVID-19
f. Click Submit.