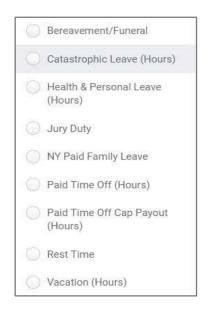# About Catastrophic Leave in Workday for Non-Exempt Employees

You will use catastrophic leave when an employee has exhausted all accrued paid time off with the exception of 5 days of vacation. It will only be used when the college/unit HR representative has evaluated and approved the case for eligibility in consultation with appropriate leadership in the college/unit and Medical Leaves Administration as appropriate.

Step 1: Request Time Off using the Catastrophic Leave time off type.

The Manager or the Payrep enters time off for the employee using the **Catastrophic Leave** time off type.

Step 2: Adjust Donor Balances

The Payrep will perform the following steps to adjust the donating employee's time off balances.

- Off the employee's related actions, select **Time and Leave > Maintain Accrual and Time Off Adjustments/Overrides**. Add a row for adjustment by clicking the plus button. Enter the fields as described below.

1. In **Select Accrual/Time Off,** select the Accrual (*Vacation Accrual/Health & Personal Manual Input Accrual*) the employee is donating.

2. In the **Units** box, type the number of hours the employee is donating. This will be a negative number as you are subtracting accruals.

3. In the **Period** box, select the pay period that the employee is making donation.

> **IMPORTANT:** We recommend that you do not perform retro actions when making these adjustments.

4. Enter a **Comment** with the details of the donation (optional).

All Catastrophic Leaves

To see all Catastrophic Leave's granted, run the **Time Off Totals by Date Range and Supervisory Org** report. Enter prompts as described below:

- **Organizations**: Select the supervisory org.
- Check **Include Supervisory Organizations,** if needed.
- Enter the **Start Date** and **End Date** of the date range.
- In the **Time Off Type,** select **Catastrophic Leave (Hours)**.
- In **Worker** (optional), type in an employee's name.