



An Overview of Unclassified Leave Reporting

Leave Reporting

Whether you are a new or existing employee, it's important to recognize that:

- ❑ Sick leave, vacation and personal holidays are important elements of the UW System total compensation package.
- ❑ Accountability for proper leave use and reporting are essential to ensure the on-going availability of these valuable benefits.

Eligibility for the Various Leave Benefits

- Eligibility for sick leave is contingent upon you being a participant in the Wisconsin Retirement System (WRS).
- To be eligible for the WRS, the following conditions must be met:
 - You are expected to work at least one-third of what is considered full time employment (440 hours per year) and
 - Your expected duration of employment is at least one year (two semesters for 9-month appointments).

Annual basis employees also earn
vacation and personal holidays.

Earned Leave – Twelve-Month Employees

- The leave year is on a fiscal basis, July 1 through June 30.
- Most annual-based employees earn sick leave, vacation and personal holidays.
- New full-time employees with an appointment of one year or more are granted an initial entitlement of 22 working days (176 hours) of sick leave.
- After 18 months of service, sick leave is earned at the rate of one day per month.

Earned Leave – Twelve-Month Employees

- Full-time, twelve-month pay basis employees earn 22 days (176 hours) of vacation per year. Institutional guidelines concerning unused vacation carryover provisions vary, as do departmental guidelines.
- Thirty-six hours per year of personal holiday leave are granted. You have until the end of the fiscal year to use them or they are lost.
- Nine legal holidays
 - **NOTE:** If you are employed on a part-time basis, your leave time is pro-rated consistent with your percentage of employment.

Earned Leave – Nine-Month Employees

- Nine-month academic year appointees earn sick leave and legal holidays that fall during the academic year, but not vacation or personal holidays.
- New full-time employees with an appointment of nine months or more are granted an initial entitlement of 22 working days (176 hours) of sick leave.
- After 18 months, sick leave is earned at the rate of six days per semester.
 - **NOTE:** If you are employed on a part-time basis, your leave time is pro-rated consistent with your percentage of employment.

Sick Leave Use and Carry-over

- Except for the initial entitlement, sick leave may be taken only after it has been earned.
- Currently unused sick leave accumulates from year to year without limit.

Sick Leave - How may it be used?

- The primary purpose of sick leave is to continue salary and benefits when you are ill. It can also be used:
 - For medical and dental appointments
 - To care for an ill immediate family member* or a newborn or adopted child if federal or State Family Medical Leave Act applies
 - For health insurance premium payments at retirement
 - To attend the funeral of an immediate family member.

*Immediate Family Member includes your spouse, parents, children, your or your spouse's immediate family members, grandparents, aunts, uncles, brothers, sisters, their spouses, and any other relative who reside with you.

Value of Sick Leave at Retirement

- At retirement the value of accumulated sick leave conversion credits (ASLCC) may be converted, at your highest rate of pay, to pay for the cost of your State Group Health Insurance.
- Your surviving eligible dependents who are insured under the State Group Health Insurance plan may also use your sick leave credits.

Supplemental Sick Leave Credits

- To be eligible, you must qualify for the accumulated sick leave conversion credits (ASLCC) and have 15 years of continuous service.
- Upon retirement, you receive 52 hours of supplemental credits for each full year of service up to 24 years. The supplemental credits may be converted to pay for State of Wisconsin Group Health insurance.
- You receive 104 additional hours for each full year of service after 24 years.
- Total supplemental hours cannot exceed your accumulated sick leave balance.

What are Your Responsibilities for Reporting Leave Usage?

- Establish a standard work week for reporting purposes. (For more information, see www.uwsa.edu/hr/upgs/upg10.pdf)
- Submit your monthly leave report to your department chair or supervisor, whichever is applicable, no later than the 5th of the following month.

How is a Standard Work Week Established for Reporting Purposes?

- If your official schedule varies from the established work week, it must be documented and approved by your department chair or supervisor.
 - The standard work week is 7:45 a.m. – 4:30 p.m., Monday – Friday
- Your standard work week for reporting purposes should total 40 hours per week (pro-rated for part-time), and should include all classes, office hours, other regularly scheduled obligations, and time for research or other self-directed work required by your appointment.
- You may request to change your official schedule whenever necessary as your University responsibilities change.

Why should salaried professionals have to report time away from work?

- Public employers often require reporting of leave usage to provide accountability to the public.
- In Wisconsin, unused sick leave has a high value after retirement. Employers contribute to fund the program. Accurate leave reporting is part of the UW System's responsibility to the public.

How do you report leave?

- Full-time employees report sick leave in half- and full-days (4 and 8 hours).

During each work day, if you miss:

	< 2 hrs	2-6 hrs	6+
Report leave of:	0 hrs	4 hrs	8 hrs

- Part-time appointees report actual hours missed.
- Reporting is explained in Unclassified Personnel Guideline (UPG) #10, www.uwsa.edu/hr/upgs/upg10.pdf

Note: Some institutions have different reporting requirements

Leave Report

- To view a sample leave report, please visit www.bussvc.wisc.edu/ecbs/uwempl-unclass-leave-statement-uw1538.pdf
- The top half of the leave report will typically be filled in when you receive it and will reflect your current available leave time.
- On the bottom half of the form, indicate the amount and type of leave taken on the day or days of the month for which the report is completed. Sign and date.
- A leave report is due monthly, regardless of whether any leave time is used during the month.
- The leave report is due to your supervisor by the 5th of the month.

Sick Leave Benefit History

- Due to concerns about the accuracy of the sick leave reporting and the lack of a central reporting system, in 1987 the Legislature capped the amount of sick leave that could be carried over each year to:
 - ❑ 8.5 days per year for annual employees
 - ❑ 6.4 days for academic year employees

Source: § 40.05(4)(bp)1, Wisconsin Statutes

Sick Leave Benefit History

- Institutions could request a waiver from the caps if certain conditions were met.
- In order to obtain the waiver, each institution independently agreed to:
 - Identify a standard 40-hour work week for reporting purposes
 - Distribute a monthly statement
 - Collect monthly reports, even if no leave has been used

The Consequences of Non Compliance with Reporting Requirements

- If an institution is not in compliance with the reporting requirements, the waiver could be revoked.
- Loss of the waiver would limit the amount of sick leave that could be certified to pay post-retirement health insurance premiums

Recent Changes Regarding Unclassified Sick Leave Policy

In October 2005, the UW Board of Regents approved the following revision to Sick Leave Policy UPG 10, 10.04 C:

- ❑ Medical Certification is now required if you use sick leave for more than 5 consecutive days (not required if leave is taken under the State or federal Family Medical Leave Act)
- ❑ Personal information is not required
- ❑ Medical certification records are maintained in Human Resources

Your Impact

It is important to remember that you are a part of a larger community and your actions can impact not only you but also your colleagues and your institution.

Links to Other Resources

- Additional information can be found in the following documents or web sites:
 - UPG 10: www.uwsa.edu/hr/upgs/upg10.pdf
 - UWSA web site for unclassified sick leave:
www.uwsa.edu/hr/benefits/leave/sick.htm
(Be sure to review the section for unclassified employees.)
 - Leave reports are required by
www.legis.state.wi.us/statutes/Stat0040.pdf
 - UWSA Power Point presentation on Unclassified Employees benefit package:
www.uwsa.edu/hr/benefits/newemp/orientunclass.ppt