

10.09 Reporting Sick Leave and Colleague Coverage

A. Records

Each department or equivalent unit shall maintain records of sick leave entitlement for its faculty and academic staff members.

1. UW System unclassified employees must file a written report with their designated unit record keeper at least once each month detailing sick leave used and/or colleague coverage provided in lieu of sick leave. A report must be filed whether or not sick leave is used or colleague coverage is provided.
2. A report, summarizing sick leave usage and colleague coverage provided in lieu of sick leave for each employee, must be signed by the department chair, designee or supervisor. The report or its contents must be transmitted to a divisional or campus-wide office at least once per month. A report must be submitted for each unclassified employee regardless of whether sick leave was used or colleague coverage was provided.
3. Each unclassified employee must be provided with a report of his/her official sick leave balance at least once each month. This process should allow for review by the unclassified employee for accuracy of the record.
4. To meet these guidelines, each institution must establish sick leave procedures that require the signature of the unclassified employee, the signature of a department chair, designee or director (supervisor) and a report to the employee of his or her sick leave balances. The office that retains the signed sick leave report form of the unclassified employee should do so for three years.
5. Each institution must develop a standard sick leave and colleague coverage reporting form for data sent by the employee to the unit record keeper and for reports made by the department chairs and directors to an institution central office. Such forms shall conform to all the requirements of this section UPG# 10.
6. Each Institution shall report sick leave and colleague coverage earnings, usage and adjustments to System Administration, as required.