

The University of Wisconsin System UNCLASSIFIED PERSONNEL GUIDELINE #9

Subject: Paid Vacation and Holiday Entitlement for Unclassified Staff

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9.01 POLICY STATEMENT

Annual pay basis staff whose expected duration of employment is a year or more, other than students, student assistants, employees-in-training and hourly appointees, accrue a paid vacation entitlement of 22 work days (176 hours) per fiscal year of full-time employment upon meeting the initial sick leave eligibility requirements of UWS 19.02 (1), Wis. Adm. Code. Staff with a less than full-time appointment will accrue vacation based on their percentage of appointment.

With the exception of eligibility for Catastrophic Leave under, Section 9.06, staff employed on an academic year basis, 9 month appointments, are not eligible for benefits described in this policy document.

9.02 VACATION/ANNUAL LEAVE SCHEDULING

In determining vacation schedules for eligible staff, the employing unit/supervisor shall try to accommodate the staff member's wishes, subject to workload demands on the employing unit.

9.03 UNUSED VACATION

Staff are encouraged to use vacation in the year in which it accrues. Where, in the judgment of the Chancellors or his/her designees, where special circumstances validate the need, unused vacation may be carried over to the next fiscal year for up to one year after the year in which it accrues. Each institution may further limit both the amount of vacation carried over and the period within which the vacation must either be used or forfeited.

The institution, after sufficient notice, may require an annual pay basis staff to use all accrued vacation, personal holidays, floating holidays and leave accumulated in the Annual Leave Reserve Account prior to retirement, layoff or termination without cause or forfeit any unused leave balance.

9.04 ANNUAL LEAVE RESERVE ACCOUNT (ALRA)

Beginning with the fiscal year starting on July 1, 1993, staff who have completed ten or more years of continuous service to the State of Wisconsin in appointments earning vacation, or as unclassified university participants in the Wisconsin Retirement System, may, at their option, reserve up to 5 days (40 hours) of vacation each fiscal year (or a prorated number of days for staff employed less than full-time) in an Annual Leave Reserve Account. To administer this program easily and without pro-ration, the ALRA benefit will be made available beginning with the 11th fiscal year of employment. Vacation accumulated in the Annual Leave Reserve Account may be used at any time. Subject to section 9.03, vacation transferred into an ALRA is not subject to forfeiture.

Beginning with fiscal year starting July 1, 2003, staff who have completed 25 or more years of continuous service to the State of Wisconsin in appointments earning vacation, or as unclassified university participants in the Wisconsin Retirement System, may, at their option, elect to reserve up to an additional 5 days (40 hours) of vacation each fiscal year (or a prorated number of days

for staff employed less than full-time) in an Annual Leave Reserve Account. To administer this program easily and without pro-ration, this option will be made available beginning with the 26th fiscal year of employment.

9.05 PERSONAL HOLIDAYS

Beginning with fiscal year starting July 1, 2003, annual pay basis staff, other than students, student assistants, employees-in-training and hourly appointees, who accrue a paid vacation entitlement are eligible to receive 4.5 days (36 hours) of non-accumulating (or a prorated number of days for staff employed less than full-time) personal holiday leave. Staff may not accrue greater than 4.5 days during any one fiscal year.

If a staff member receives an annual unclassified appointment and held a classified appointment immediately prior to this action, recognition must be given to the employment year. The unclassified employment year is based on a fiscal year and the classified employment is based on the calendar year. If the unclassified appointment is effective between 7/1 and 12/30 the individual will receive 4.5 unclassified personal holidays. If the unclassified appointment is effective between 1/1 and 6/30 the individual will not receive additional personal holidays until the beginning of the next fiscal year or 7/1.

9.06 PAID HOLIDAYS

Unclassified staff, except students, student assistants, employees-in-training and hourly appointees, are eligible for the paid legal holidays listed in s.230.35 (4) (a), Wis. Stats.. Staff must be in pay status either the first work day prior to the holiday or the first work day following the holiday to be eligible to receive the paid holiday. Paid holidays are prorated based on the staff member's percentage of appointment in effect on the date the holiday occurs.

Paid holidays which occur on a non-scheduled work day, referred to as Floating Holidays, will be treated in the same manner as Personal Holidays.

9.07 CATASTROPHIC LEAVE

Board of Regents Resolution 8227 (October 6, 2000) established a catastrophic leave plan for faculty and academic staff. Where in the judgment of the Chancellor or designee, special circumstances validate the need, unclassified staff may at their option donate leave to another unclassified staff who has exhausted all paid leave benefits. Only vacation, personal holidays, floating holidays and leave "banked" in an annual leave reserve account may be donated. Sick leave may not be donated.

Definition of Catastrophic Illness

For the purposes of this subsection a catastrophic illness shall be defined as any illness, medical condition or injury that incapacitates, or is expected to incapacitate a staff member or a staff member's "immediate family member," as defined in Unclassified Personnel Guideline (UPG) #10.01, and that requires the staff member's personal attention for an extended period of time.

Donor Requirements

Leave may be donated as frequently as the unclassified donor desires but may be donated in full day increments only. Donated leave shall be transferred to a leave account for the recipient's use.

Recipient Requirements

In order to qualify for the receipt of donated leave under this program the unclassified staff member must satisfy the following conditions:

1. Be on an approved unpaid leave of absence due to a catastrophic illness or medical condition of the staff member or the staff member's "immediate family member" as

defined in Unclassified Personnel Guideline (UPG) #10.01.

2. Provide sufficient information, in writing, to the Chancellor or designee, to conclude a catastrophic illness or medical condition exists. Such information or correspondence shall be treated in a highly confidential manner due to the sensitivity of the personal/medical nature of the request.

3. Must have exhausted all paid leave benefits available to him/her including sick leave.

All unclassified staff may benefit from leave donated under this program. Recipients of donated leave will not be limited to vacation earning positions. The recipient retains all future rights and interest in the leave donated, credited to their account, under this program. The recipient may use the leave donated in any amount up to the percentage of his/her budgeted position.

Leave donated under the Catastrophic Leave program may be used to meet the Income Continuation Insurance (ICI) elimination period. At no time may payments received under the Catastrophic Leave Program and the Income Continuation Insurance Program, or any other state sponsored income replacement program, be collected simultaneously.

The manner in which leave is solicited shall be left to the discretion of each institution. Unclassified leave may not be donated to classified staff or vice versa.

Leave donated for the purpose of a catastrophic illness or medical need shall in no way assume the rights, character or benefits of sick leave. Institutions are required to maintain adequate documentation to support leave use and adjustments to leave balances.

9.08 VACATION CREDITS UPON RETIREMENT, LAYOFF, TERMINATION OR TRANSFER

Annual pay basis staff retiring or terminating their employment with a UW System institution shall receive a lump sum payment for any remaining balance of vacation, personal holidays, floating holidays or leave accumulated in an Annual Leave Reserve Account (ALRA) subject to Section 9.03. Calculation of the value of outstanding leave shall be made consistent with Financial and Administrative Policy 29 using the ending salary prior to retirement, layoff or termination.

With institutional approval, where the termination is not the result of layoff or termination for cause staff may extend their University termination date beyond the last day worked by using Annual Leave Reserve Account (ALRA) credits and/or unused earned vacation, personal holidays and floating holidays.

Staff transferring from one institution to another within the UW System, or from the UW System to a Wisconsin state agency, may negotiate with the new employer or UW institution to accept responsibility for unused earned vacation, personal holidays, floating holidays or leave accumulated in an ALRA. Where unused earned vacation, personal holidays, floating holidays and leave accumulated in an Annual Leave Reserve Account (ALRA) is not transferred the staff member will receive a lump sum payment for the amount.

Where the staff member is transferring, within the same UW institution, to an appointment ineligible for earning vacation, vacation accrued and leave accumulated in the ALRA may be paid, in its entirety, to the staff member as a lump sum amount or may be retained in a separate account until either all university employment is terminated or the staff member transfers to an eligible vacation earning appointment. Leave held in this separate account may be used in lieu of sick leave. Personal and floating holidays may not be transferred and held in a separate account but must be used or paid as a lump sum prior to transfer.

Where the staff member is transferring from one UW institution to another, to an appointment ineligible for earning vacation, vacation accrued and leave accumulated in the ALRA may be

paid, in its entirety, to the staff member as a lump sum amount prior to transfer or may be retained, with the approval of the receiving UW institutional, in a separate account until all university employment is terminate. Leave held in this separate account may be used in lieu of sick leave. Personal and floating holidays must be used or paid as a lump sum prior to transfer.

9.09 SABBATICAL

Faculty in 12 month appointments will continue to earn vacation while on an approved sabbatical at the same rate earned prior to the sabbatical date.

9.10 LEAVE REPORTING

The UWS Service Center will provide each unclassified staff a monthly report detailing their official leave balances. Each unclassified staff member is required to complete, sign and file a monthly leave report whether or not leave is used. The leave report must contain the written attestation *“I certify that my leave report is accurate. I understand that misrepresentation can lead to disciplinary action.”* The monthly leave report must also be signed by the unclassified staff member’s department chair, director, supervisor or designee. The designated signatory for the Chancellor’s monthly leave report is the Provost/Vice Chancellor (deputy) or the CBO/Vice Chancellor. The designated signatory for the System President’s monthly leave report is the Executive Senior Vice President.