

UNIVERSITY STAFF LEAVE BENEFITS FAQ

<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/personal-holiday-and-legal-holiday-administration/>
<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/sick-leave/>
<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/vacation-paid-leave-banks-and-vacation-cash-payouts/>

PERSONAL HOLIDAY

All university staff are eligible for personal holidays if they are: not in a temporary appointment, or not in a crafts worker appointment. Full-time eligible employees are granted 36 hours (4.5 days) of personal holiday per year. Part-time employees are granted a prorated amount based on appointment percentage.

Appointment Percentage Change after Personal Holiday Granted:

If an employee's appointment percentage permanently increases, the number of personal holiday hours generated for the employee will increase as of the effective date of the change. The increase in hours is based on the increased appointment percentage and is not affected by the amount of time remaining in the granting period. If an employee's appointment percentage decreases, the number of personal holiday hours for the employee will not decrease until the next personal holiday allocation is granted in the next calendar year.

Personal holiday hours must be used by the end of the year in which they were granted. University staff must use all personal holiday hours on or before December 31 of the calendar year granted or they will be lost.

At termination or retirement, employees are eligible to receive a lump sum payment for any remaining personal holiday hours.

LEGAL HOLIDAYS

Full-time employees earn eight hours of paid leave for each legal holiday. Part-time employees earn a prorated amount based on their hours worked during the pay period that includes the legal holiday. If a legal holiday falls on a Sunday, the legal holiday is observed on the Monday following the legal holiday. If a legal holiday falls on a Saturday, the employee will be granted eight hours of floating legal holiday (prorated if part-time). Floating legal holiday is granted to employees who are required to work on the legal holiday or if the legal holiday is on an employee's regularly scheduled day off.

FLSA nonexempt university staff employees required to work at any time during a legal holiday (defined as 12:00 a.m. – 11:59 p.m. of the actual legal holiday) will receive wages at the premium rate of time and one-half, for all hours worked on the holiday, according to [SYS 1277, Compensation](#). The employee will also be granted an equal number of floating legal holiday hours according to the provisions of this policy. A university staff employee required to work on the Monday following a Sunday legal holiday will be paid at straight time. The employee will also be granted a floating legal holiday per the provisions of this policy. University staff temporary employees shall be paid at the premium rate of time and one-half for all time worked on a legal holiday and straight time if required to work on the Monday following a Sunday legal holiday. Temporary employees will not be granted a floating legal holiday. All legal holiday hours earned must be used in the same calendar year or they will be lost.

At termination or retirement, employees are eligible to receive a lump sum payment of any remaining floating legal holiday hours.

SICK LEAVE

Eligible university staff earn .0625 hours of sick leave for each hour in pay status. Full-time university staff earn five hours of sick leave per 80-hour biweekly pay period for a total of 130 hours (16.25 days) per calendar year. The accrual amount is prorated for employees who work less than 80 hours in a biweekly pay period, based on the number of hours in pay status. Example: working one less day each week would total 64 hours for the pay period. 64 hours is 80% of 80 hours, so 80% of 5 hours of SL is 4 hours of SL earned in that pay period. Unused sick leave shall accumulate from year to year, without limit, in the employee's sick leave account.

VACATION

All university staff, except those in a temporary appointment, are eligible for paid vacation. Crafts workers are provided vacation in accordance with provisions in this policy, except as indicated in [SYS 1238, Craft Workers](#). Vacation is granted upon hire, provided eligibility requirements are met, and again on January 1 of every year. Vacation granted during the year of hire is prorated based on the start date of the appointment. Vacation accruals for university staff are based on years of continuous service, appointment percentage (defined as hours in pay status), and status under the Fair Labor Standards Act (FLSA).

<u>Full Years of Service</u>	<u>Full-Time University Staff</u>		<u>Full-Time University Staff Exempt, and Nonexempt Supervisors -</u>	
	<u>Nonexempt - Hours Earned Each Year</u>	<u>Bracket Factor VN Earned per hour</u>	<u>Hours Earned Each Year</u>	<u>Bracket Factor VN Earned per hour</u>
During First 5 Years	104	0.050000	120	0.057692
5+ to 10 Years	144	0.069231	160	0.076923
10+ to 15 Years	160	0.076923	176	0.084615
15+ to 20 Years	184	0.084615	200	0.096154
20+ to 25 Years	200	0.096154	216	0.103846
25 Years & Over	216	0.103846	216	0.103846

If an employee has a less than full-time appointment, or a full-time employee is not paid for 80 hours in a pay period, the employee will earn a prorated amount of vacation based on the number of hours in pay status. University staff may use vacation from the first day of employment (no waiting period before vacation can be used). If vacation is not used within the calendar year it is earned, any remaining vacation may be carried over until December 31 of the following year. Any carried over vacation remaining at the end of the following calendar year (December 31), will be lost. An institution may further limit the amount of vacation that may be carried over.

Banked Leave:

Employees who earn vacation are eligible to bank unused vacation once eligibility requirements are met. Once vacation is banked, the hours do not expire. Banked vacation can be used at any time (can be used in any circumstance where paid leave can be used) upon supervisor approval. There is a limit to how many hours may be banked per year, but there is no limit on the total hours in the employee's banked leave account. The option to bank vacation hours and/or receive a vacation cash payout is offered in the fall of each year. Employees may elect to bank leave or receive a cash payout only within the annual election period. An employee must submit an election to bank vacation or receive a vacation cash payout on or before the end of the calendar year. Employees who wish to receive a cash payout on the final payroll in December must submit the election for a cash payout prior to the specified payroll calculation date for payment to be made on the final paycheck paid in the calendar year.

Eligibility to bank unused vacation is based on years of continuous service, appointment percentage (defined as hours in pay status), and status under the Fair Labor Standards Act (FLSA). FLSA non-exempt supervisors, as defined in this policy, may bank vacation at the same rate as FLSA-exempt university staff. Full-time employees are eligible to bank unused vacation (either vacation earned in the current calendar year or vacation carried over from prior calendar year) into a paid leave bank per the following schedule:

University Staff Paid Leave Banking Schedule:

<u>Years of Service</u>	<u>Full-Time University Staff – Nonexempt</u>	<u>Full-Time University Staff – Exempt and Nonexempt Supervisors</u>
First 5 Years	0 hours	0 hours
5+ to 10 Years	0 hours	40 hours
10+ to 15 Years	40 hours	40 hours
15+ to 20 Years	40 hours	80 hours*
20+ to 25 Years	80 hours*	120 hours
25+ Years	120 hours	120 hours
Earn < 160 hrs of vacation & have accrued at least 520 hrs of sick leave	40 hours	40 hours

* Once an employee begins earning vacation at the 200 hour rate (or a prorated amount of 200 hours if part-time), the employee can receive a cash payout of up to 40 hours of the amount of leave that can be banked.

At termination or retirement, employees are eligible to receive a lump sum payment of any remaining vacation and/or banked vacation hours. At termination, if an employee used vacation that was not yet earned, the employee is required to repay the institution the value of the overused leave.