



**The University of Wisconsin System  
UNCLASSIFIED PERSONNEL GUIDELINE #9**

**Subject: Paid Vacation and Holiday Entitlement for Unclassified Staff**

Issued: 04/08/77

Revised: 11/29/01

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Replaces July 1, 1992 Edition

**9.01 POLICY STATEMENT**

Annual pay basis staff, other than students, student assistants, employees-in-training and hourly appointees, accrue paid vacation entitlement at 22 work days (176 hours) per year of full-time employment upon meeting the initial sick leave eligibility requirements of UWS 19.02 (1), Wis. Adm. Code. Academic year pay basis staff do not accrue a paid vacation entitlement.

**9.02 VACATION/ANNUAL LEAVE SCHEDULING**

In determining vacation/annual leave schedules for eligible staff, the employing unit/supervisor shall endeavor 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 leave in the year in which it accrues. Where, in the judgment of the Chancellors or their designees, special circumstances validate the need, unused vacation may be carried over for up to one year after the year in which it accrues. Each institution may further limit both the amount of vacation allowed to be carried over and the period within which the vacation must either be used or forfeited.

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/annual leave 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 option will be made available in the spring of the fiscal year following the fiscal year in which the 10<sup>th</sup> year of service has been completed and each subsequent spring thereafter. Vacation/annual leave accumulated in the Annual Leave Reserve Account may be used at any time, subject to section 9.02.

Beginning with fiscal year starting July 1, 1998, 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 receive up to 5 days (40 hours) of vacation/annual leave (or a prorated number of days for staff employed less than full-time), earned in the current fiscal year, in the form of a cash payment. To administer this program easily and without pro-ration, this option will be made available in the spring of the fiscal year following the fiscal year in which the 25<sup>th</sup> year of service has been completed and each subsequent spring thereafter. The cash payment will be made on July 1 of each year.

#### **9.04 PERSONAL HOLIDAYS**

Beginning with fiscal year starting July 1, 1998, 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 3.5 days of non-accumulating (or a prorated number of days for staff employed less than full-time) personal holiday leave.

#### **9.05 PAID HOLIDAYS FOR ALL UNCLASSIFIED STAFF**

All unclassified staff, except students, student assistants, employees-in-training and hourly appointees, are entitled to the paid holidays listed in s.230.35 (4) (a), Wis. Stats. that occur during the contract period.

#### **9.06 CATASTROPHIC LEAVE**

Beginning on October 5, 2000, where in the judgement 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 an employee or an employee's "immediate family member," as defined in Unclassified Personal Guideline (UPG) #10.01, and that requires the employee's personal attention for an extended period of time.

##### **Donor Requirements**

Leave may be donated as frequently as the unclassified donors desires but may be donated in full day increments only. Once leave is donated it is credited to an account created 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 employee or the employee's "immediate family member" as defined in Unclassified Personal 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 but shall not extend outside that 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.

**9.07 VACATION/ANNUAL LEAVE CREDITS UPON TERMINATION OR TRANSFER**

Annual pay basis staff terminating their employment with a UW System institution shall receive a lump sum payment for vacation/annual leave credits accrued or accumulated in an Annual Leave Reserve Account which remain unused at the date of termination. This provision does not deny staff the opportunity to extend the University termination date beyond the last day worked by recording ALRA credits, unused carryover credits, and/or unused current year annual leave earned on the regular monthly payroll(s) following the last day worked.

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 to accept responsibility for unused vacation/annual leave accrued or accumulated in an Annual Leave Reserve Account if use of those credits prior to transfer is not possible. Where unused vacation/annual leave accrued or accumulated in an Annual Leave Reserve Account is not transferred, the vacation credit shall be paid to the staff member as a lump sum amount. Where the staff member is transferring to an appointment ineligible for earning vacation, vacation/annual leave accrued or accumulated in an Annual Leave Reserve Account may be paid to the employee as a lump sum amount, or may be retained until all university employment is terminated.

**9.08 RECORDS**

Each Institution shall maintain appropriate records and report vacation and holiday earnings, usage and adjustments in a similar manner as required for sick leave reporting under UPG #10, and to System Administration, as required.

**9.09 EFFECTIVE DATE**

This guideline shall first be effective for employment contracts beginning on July 1, 1998, except as otherwise provided.