

What is Continuous Service or Adjusted Continuous Service?

Continuous service or adjusted continuous service is all time in a leave earning position with the UW System or State of Wisconsin. Continuous service at the UW System does not include time in positions that are ineligible for leave accounting according to [UW System Administrative Policy 1212 \(formerly BN 3\) Sick Leave](#). Continuous Service is counted as whole months regardless of FTE percentage and is adjusted for breaks in service that do not exceed the employee's employment category sick leave reinstatement period.

What is the Adjusted Continuous Service Date (ACSD) used for?

Continuous Service or Adjusted Continuous Service Date is used to determine vacation accrual for University Staff employees as outlined in [UW System Administrative Policy 1210 \(formerly BN 1\) Vacation, Paid Leave Banks and Vacation Cash Payouts](#) and is used for all eligible employees in the Sick Leave Certification process in accordance to [Wis. Stat. §40.95](#).

Who is eligible for Adjusted Continuous Service?

Active employees who are in a **sick leave earning** position as outlined in [UW System Administrative Policy 1212 \(formerly BN 3\) Sick Leave](#). Generally eligible employees will be covered under the **Wisconsin Retirement System (WRS)***, which includes employees in the following categories:

- Faculty, Academic Staff and Limited Appointees*
- University Staff (except those in a temporary appointment)*

**Employees hired after July 1, 2011 may not be WRS eligible, but are in sick leave earning positions. These individuals will be eligible for continuous service and adjusted continuous service.*

What service is not eligible for Continuous service or Adjusted Continuous Service?

Service in the following positions are **not eligible**:

- University Staff-Temporary
- Graduate Assistants
- Employees-in-Training

Service at state authorities is **not eligible**:

- Fox River Navigational System Authority
- Health Insurance Risk-Sharing Plan Authority (HIRSP)
- UW Hospital & Clinics (see below for history)
- Wisconsin Aerospace Authority (under Legislative Assembly)
- Wisconsin Economic Development Corporation (WEDC)
- Wisconsin Health and Educational Facilities Authority (WHEFA)
- Wisconsin Housing and Economic Development Authority (WHEDA)

Time worked with Local WRS employers is **not eligible**.

What is considered a break in Continuous Service?

The length of time between an employee's resignation and re-employment not exceeding 3 years for Faculty, Academic Staff and Limited Employees, and 5 years for University Staff. It is also adjusted for time in service when the position is not a leave-eligible position.

Continuous service shall not be considered as interrupted if the employee:

- Was on an approved leave of absence.
- Was absent on military leave.
- Was absent due to injury covered by the Worker's Compensation.
- Was on *temporary* layoff (*UW System considers all layoffs as permanent layoff.*).

www.wisconsin.edu/ohrwd/admin/download/acsd.pdf

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- Employees in seasonal, sessional, school year and part-time employment shall be deemed to have completed one full year of service for each such seasonal, sessional or other part-time annual period of service in computing years of continuous service.

What is the difference between Continuous or Adjusted Continuous Service and Creditable Service?

They are not the same and are used for different programs.

Continuous or Adjusted Continuous Service is the amount of **time employed** in a leave earning position and is not adjusted for less than full time employment.

Creditable Service is the number of WRS eligible **hours worked** in a Calendar or Fiscal Year depending on the employment category (1,904 general/calendar or 1,320 teacher/fiscal) throughout the course of employment and is used in the retirement annuity calculation. Less than full time employment is reflected in WRS creditable service.

How do you determine Continuous Service Date and Adjusted Continuous Service Date?

New Hire:

If this is the employee's first position in state service or at the UW System and they are in a sick-leave earning position their hire date will be considered the Continuous Service Date. It will remain the same date unless the employee terminates employment and is rehired.

Rehire or Prior State Service:

When an employee has prior UW System or state service:

- 1) Review the employee's Personnel File.
- 2) Review [ETF One](#) for the WRS begin date (in state service).
- 3) Verify from either HRS, EPM Job History query (if prior service includes UW System service) or transfer records (if prior service includes state service) that the original hire date is consistent with the ETF One date.
- 4) If there is a break between positions/appointments determine:
 - a. If the time from termination to rehire is eligible for adjustment (within the parameters of the sick leave reinstatement), or
 - b. If considered a new hire (outside of the parameters of sick leave reinstatement).
- 5) If the break(s) in service are eligible for adjustment, complete the [Continuous Service Adjustment Worksheet](#) (*retain a copy for the employee's personnel file*).
 - a. There may be multiple starts and stops, include only positions that are eligible for continuous service.
 - b. If any are in question and available information is exhausted, ask the employee for verification.

Faculty, Academic Staff & Limited (FA/AS/LI) Appointees:

Review the ALRA counter in HRS on the UWS_U_ALRACT_BAL screen under Accumulators.

- Divide amount by 12 to convert to years of service, this will give you an estimated number of years and months of continuous service. (Example: ALRACT_BAL = 54, $54 \div 12 = 4$ years and 5 months)

This will assist with the month and year in which a FA/AS/LI employee became eligible to earn sick leave. A complete review of the personnel file is recommended, making sure to remove time served in any non-leave eligible position(s) where the employee was not on a leave of absence from a leave-earning position.

Transfer from State Agency:

Review the transfer record for the Adjusted Continuous Service Date to determine if the employee worked in a Limited Term (LTE) employment category. When calculating Adjusted Continuous Service Date be sure to adjust for any breaks in service and/or time serviced in an LTE position.

Enter or update the Continuous Service Date or Adjusted Continuous Date in HRS (Main Menu > Workforce Administration > Personal Information > Modify a Person > UW Personal tab).

Considerations:

Academic year employees: If the position has the expectation of continued employment, the summer months while an employee is on short work break do not affect the continuous service date.

Break in service over a weekend or holiday: If an employee terminates a position on Friday, either at another UW System institution or a State agency, starts a new position the following Monday, or an employee terminates a position the day before a Legal Holiday and starts a new position the first work day following the legal holiday, these are not considered a break in service.

Switching employment categories after a termination: If a Faculty, Academic Staff or Limited appointee terminates employment with the UW System and returns to employment in a University Staff position, or a University Staff returns to employment in a Faculty, Academic Staff or Limited appointment *within 5 years* of the termination date, the break in service can be accounted for in the Adjusted Continuous Service calculation.

Permanent status changes on or after July 1, 2015: Employees in University Staff-Project appointments on July 1, 2015 who have never attained permanent status will have a continuous service date of July 1, 2015. Prior to July 1, 2015 employees in either University Staff Project or Classified Project (State) positions were WRS eligible but the continuous service date (or seniority date for State employees) would not be established until they obtained permanent status.

Break in service longer than reinstatement period: If an employee returns to UW System/State service beyond the employment category reinstatement period, the extended break in service is not eligible for adjustment and continuous service starts over. The new Continuous Service Date will be the first day in which the employee is employed in an eligible sick leave earning position.

Break in service within reinstatement period but employee took a WRS separation benefit: If the employee returns to a WRS eligible position that is leave earning, the Adjusted Continuous Service will be adjusted for the time between termination and reemployment, regardless of the WRS status. Retain documentation to support this action.

Faculty, Academic Staff & Limited appointees that previously worked for the UW System in non-sick leave earning positions: The time counted is only the time employed while in a sick leave earning position. Time prior or intermittent time in non-sick leave earning positions should not be included in the Continuous Service Date.

Termination for misconduct or delinquency: Institutions have the authority to negate Adjusted Continuous Service, resulting in a loss of sick leave for employees who have terminated for misconduct or delinquency. Any return to service following a termination for misconduct or delinquency even if the return was within the sick leave reinstatement period is not eligible for Adjusted Continuous Service. Continuous service date will reflect the date of new employment.

University of Wisconsin Hospital & Clinics (UWHC)

Both UWHC authority and board employees are not considered state employees under Wis. Stats. § 230.

- For employees who are part of the UWHC authority (ETF employer #0001-0183) this was effective June 29, 1996.
- For employees who are part of the UWHC board (ETF employer #0001-0184) this was effective June 29, 2011.

Sick leave earned by UWHC board employees after June 29, 2011 is not transferrable to the UW System. Sick leave earned prior to June 29, 2011 as a board employee is restorable, if the employee reinstates within 5 years of separation or June 29, 2016, whichever is earlier. If these employees return to eligible state employment within 5 years (by June 29, 2016), the employee's continuous service date is reinstated/adjusted for the time spent as an authority employee.

UWHC employees who became UWHC authority employees (June 29, 1996) retained sick leave restoration eligibility for 5 years. Employees hired as UWHC authority employees after June 29, 1996 have never had reinstatement eligibility. Therefore, authority employees will not be eligible to have their Continuous Service date adjusted for those years.

Wisconsin Economic Development Corporation (WEDC)

Former Department of Commerce employees became WEDC employees on July 1, 2011. If these employees return to eligible state employment within 5 years (by July 1, 2016), the employee's continuous service date is reinstated/adjusted for the time spent as an authority employee.

Historical Considerations:

June 29, 1996: UWHC Authority was created.

July 1, 2011: Wisconsin Economic Development Corporation (an Authority) was created.

July 1, 2015: Continuous Service policies for all UW System Employees became effective with [UW System Administrative Policy 1219 \(formerly BN 12\) Continuous Service](#), making [Wis. Stat. Chapter 230](#) obsolete.

July 1, 2015: University Staff-Project and Temporary positions rules were created in [UW System Administrative Policy 1256 \(formerly HR 7\) University Staff Temporary & Project Appointments](#).

References:

UW System Administrative Policies:

- [UW System Administrative Policy 1210 \(formerly BN 1\) Vacation, Paid Leave Banks and Vacation Cash Payouts](#)
- [UW System Administrative Policy 1212 \(formerly BN 3\) Sick Leave](#)
- [UW System Administrative Policy 1219 \(formerly BN 12\) Continuous Service](#)

UW-Madison HR Policies:

- [HR Policies – 10.07 – Continuous Service](#)

KB Documents

- [KB 19961 HRS HR - UW Personal - Adjust Continuous Service Date](#)

Other

- [Continuous Service Adjustment Worksheet](#)

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