

What is Continuous Service or Adjusted Continuous Service?

Continuous service or adjusted continuous service means all time in a leave earning position with the University of Wisconsin System or State of Wisconsin. Continuous service at the University of Wisconsin System does not include time in positions that are ineligible for leave accounting according to [UPS Operational Policy BN3: Sick Leave](#). Continuous Service is counted as whole months regardless of FTE percentage, and 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)?

It is the date determined to be the employee's Adjusted Continuous Service date which is entered into the Human Resource System (HRS). The Adjusted Continuous Service Date is used for the calculation of both Absence Management as outlined in [UPS Operation Policy BN1: Vacation, Paid Leave Banks and Vacation Cash Payouts](#) and 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 [UPS Operational Policy BN3: 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* who have been employed with the University of Wisconsin and/or other eligible State agencies. Includes time served in a University Staff Project* position (Project Appointment employment in other State agencies).

** In certain incidences, Faculty, Academic Staff, Limited, University Staff and University Staff Project employees hired after 07/01/2011 may not be WRS eligible, but are in sick leave earning positions. These individuals will be eligible for continuous service and adjusted continuous service. When determining a date, keep all documentation in the personnel file.*

Who isn't eligible for Continuous service or Adjusted Continuous Service?

Employees are *not eligible* for Continuous Service while employed in the following titles (but not limited to):

- University Staff-Temporary
- Graduate Assistants
- Employees-in-Training
- State Authority employment (includes UW Hospital and Clinics)
- Time worked with **Local** WRS employers

What is considered a break in Continuous Service?

The length of time between an employee's resignation and reemployment 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:

- 1) Was on an approved leave of absence. Employees in a permanent
- 2) Was absent on military leave.
- 3) Was absent due to injury covered by the Worker's Compensation Act.
- 4) Was on *temporary* layoff. (*UW considers all layoffs as permanent layoff.*)
- 5) 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 WRS 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. WRS Creditable Service is the number of WRS eligible *hours worked* in a Calendar or Fiscal Year depending on the employment category (1904 general/calendar or 1320 teacher/fiscal) throughout the course of employment, and used most often for the retirement annuity calculation. Less than full time employment is reflected in WRS creditable service.

Calculating and Entering Adjusted Continuous Service:

All employment categories have most factors in common when reviewing the Continuous Service/Adjusted Continuous Service. Periodically there are unique aspects within a category that need special attention while reviewing. If there are concerns about any dates, contact the UW Service Center Affinity Groups (AGs). If needed the AG will work directly with Employee Trust Funds (ETF) or the employee.

Common Factors in the Process:

- 1) Compare employment start date with the WRS start date.
 - a. Employment Start Date in HRS
 - b. Personnel File
 - c. EPM query (Job History)
 - d. WRS start date: ETF One System (<https://etfonline.wi.gov/etf/internet/employer/one.html>)
- 2) Adjust for breaks in service using the Company Seniority Date Calculator also called the [Continuous Service Adjustment Worksheet](#) from Dept. of Personnel Management (DPM)
<https://dpm.wi.gov/Documents/CompanySeniorityDateCalculator.xlsx>.
- 3) Enter or update the Adjusted Continuous Date in HRS on the UW Personal tab on the Modify a Person page.

New Hire:

All Employment Categories:

If this is the first State WRS position and the HRS date and the WRS date are the same, this will be considered the Continuous Service Date. It will remain the same date unless the employee terminates employment.

Rehire:

All Employment Categories:

When an employee becomes employed with the University that has prior WRS service;

- 1) Review ETF One for the State WRS begin date.
- 2) Verify from either the HRS system, EPM Job History query or transfer records that the original WRS hire date is consistent with the ETF One date.
- 3) If there is a break between positions/appointments you must 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).
- 4) 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 all that are applicable.
 - b. Verify that all positions are leave earning positions.
 - c. If any are in question and available information is exhausted, ask the employee for verification.
- 5) Enter or update the Adjusted/Continuous Service Date in HRS on the UW Personal tab on the Modify a Person page.

Faculty, Academic Staff & Limited Appointees (A Basis):

An additional verification of the start date is to review the ALRA counter in HRS on the Results by Calendar page, Accumulators tab, and UWS_U_ALRACT_BAL line detail.

- 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 you 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 still 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:

Transfers from State Agencies are generally done in the University Staff employment category unless the employee was in an exempt status, those employees should be transferring into an Academic Staff position. Review the transfer record for the Adjusted Continuous Service Date and to determine if the employee had been working in a Limited Term (LTE) employment category. Complete the review in the same steps as a Rehire using the provided Adjusted Continuous Service Date making sure to adjust for any breaks in service and/or time serviced in an LTE position.

Special 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 reduce the continuous service date.

Break in service over a weekend or holiday: If an employee terminates a position on Friday either at another UW institution or a State agency and 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, neither of these are considered a break in service.

Switching employment categories after a termination: If a Faculty, Academic Staff or Limited Employees appointee terminates employment with the University 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 01, 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 University/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 is returning 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 University in non-sick leave earning positions: The time that is 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 and Clinics (UWHC)

UWHC employees are not considered state employees under [Wis. Stats. § 230](#) as of June 29, 2011. Prior to that date UWHC Board employees were considered state employees under [Wis. Stats. § 230](#). 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.

The UWHC Authority was created June 29, 1996. UWHC employees who became UWHC Authority employees at that time 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.

Additional Authorities

Sick leave and reinstatement rights for certain Authorities is prohibited. Authority employees will not be eligible to have their Continuous Service/Adjusted Continuous Service date adjusted for the years employed with an Authority. The following Authorities fall into this category along with the University of Wisconsin Hospital and Clinics (UWHC: 0001-183 & 0001-184). Wisconsin Economic Development Corporation (WEDC: 0001-196), Wisconsin Health & Educational Facilities Authority (WHEFA: 0001-171), Wisconsin Housing and Economic Development Authority (WHEDA: 0001-153), Fox River Navigational Authority (FRNSA: 0001-190) and Wisconsin Enterprises for the Blind (Wiscraft, Inc.: 0001-172).

Historical Considerations:

June 29, 1996: UWHC Authority was created

July 01, 2011: Wisconsin Economic Development Corporation (an Authority) was created

July 01, 2015: Continuous Service policies for all UW Employees became effective in UPS Operational Policy [BN12](#), making [Wis. Stat. Chapter 230](#) obsolete.

July 01, 2015: University Staff-Project and Temporary positions rules were created in [HR7](#) to align with FASLI and University Staff.

June 29, 2016: Sick Leave Reinstatement Rights expired for UWHC Board employees.

References:

UPS Policies (UW System)

- [UPS Operation Policy BN1: Vacation, Paid Leave Banks and Vacation Cash Payouts](#)
- [UPS Operational Policy BN3: Sick Leave](#)
- [UPS Operational Policy BN12: Continuous Service](#)

HR Policies (UW Madison)

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

KB Documents

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

Other

- [Continuous Service Adjustment Worksheet](#)
[\[https://www.wisconsin.edu/ohrwd/admin/download/ben/resources/cont-service-calc.xlsx\]](https://www.wisconsin.edu/ohrwd/admin/download/ben/resources/cont-service-calc.xlsx) or from DPM at:
<https://dpm.wi.gov/Documents/CompanySeniorityDateCalculator.xlsx>

Contacts:

UW System Human Resources Office: uwshr@uwsa.edu

Affinity Group 1: ag1@uwsa.edu

Affinity Group 2: ag2@uwsa.edu

Affinity Group 3: ag3@uwsa.edu

(Madison only) Office of Human Resources: benefits@ohr.wisc.edu