

Guide for Completing Online Sick Leave Certifications for Academic Year (9-month) Employees

All sick leave credit certifications must be submitted online through myETF Benefits. The Department of Employee Trust Funds (ETF) stopped accepting sick leave certification as of January 1, 2014.

Continuous Service for Academic Year Employees

With the exception of academic year employees, typically employees must cross their continuous service date to earn a full year of continuous service for sick leave credit purposes. However, academic year (9-month) employees who meet any of the following criteria are eligible for a full year of continuous service for the final year of employment:

- Continuous service date is the start of an academic year and retirement date is the end of an academic year or is during the summer following the end of an academic year; or
- Continuous service date is during the summer preceding the start of an academic year and the retirement date is either the end of an academic year or during the summer following the end of an academic year.

If an academic year employee is hired mid-academic year, the employee is not eligible for the provision above and will only earn a full year of continuous service for the final year of employment if the employee's retirement date is on or after the continuous service date.

Continuous Service

ETF has qualifying dates to identify the "norm" for begin/end dates of an academic year to automatically give a full year of service to academic year employees. If an academic year employee has a Continuous Service start date from August 15th to September 10th and a Termination/Retirement date from May 15th to June 10th, a full year of service for the final year of employment is automatically calculated on sick leave certification form.

If the employee's continuous service date and/or retirement date fall out of the ranges listed above AND the employee's continuous service date and/or termination date fall within the ranges outlined in the "Continuous Service for Academic Year Employees" section of this document, ETF requires a written justification explaining the exception. This statement will prompt ETF to manually adjust the continuous service years on the certification prior to processing.

Entry Instructions for Academic Year Employees:

The Sick Leave Certification system will include the following statement at the top of the form if the person retires from the UW System (this is a required field):

- Was the employee an academic year Faculty, Academic Staff or Limited Appointee at the time of termination or retirement? (Answer: Yes/No).

If "Yes" the system will automatically calculate the continuous service years based on the start/end dates you provide. If the dates are within the range below, the employee will automatically receive a full year of credit for the final year of service. If the start/end dates are outside of the range, you must enter an exception statement in the notes section of the online form, which will prompt ETF to manually adjust the continuous service years on the certification prior to processing.

- START: August 15 - Sept 10
- END: May 15 – June 10

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Exception Statements: The following statements have been approved by ETF and must be entered if start/end date out of above range and employee qualifies for full year of continuous service:

- **Start Date outside of range:**

- EMPLOYEE NAME started an academic year faculty appointment early (state reason: example - to prepare for the semester). This is an academic year employee and should be given a full year of credit for each "school year" period according to ER 18.02(2)(d) for purposes of calculating adjusted continuous service years. This employee should have XX years of service.

- **End Date outside of range:**

- EMPLOYEE NAME ended an academic year faculty appointment after the semester end (reason: example - in order to teach a summer course). This is an academic year employee and should be given a full year of credit for each "school year" period according to ER 18.02(2)(d) for purposes of calculating adjusted continuous service years. This employee should have XX years of service.

Contact UW System Human Resources (uwshr@uwsa.edu) with questions on Academic Year Exception Statements for the Online AcSL form.