



University Staff Leave Schedule Change Calendar Year to Fiscal Year Frequently Asked Questions

Starting in 2025, University Staff will receive their leave balances on a fiscal year (FY) schedule (July 1 to June 30). Currently University Staff leave is on a calendar year (CY) schedule (January 1 to December 31). This change is being made to streamline administrative processes and align with fiscal year operations.

1) Question: What leave plans will transition to a fiscal year from a calendar year?

Answer: Vacation (includes current year vacation and carryover vacation accruals), Personal Holidays, and Legal Holidays.

2) Question: Is leave eligibility changing?

Answer: No, the eligibility for an employee to earn paid vacation, legal holiday, sick leave, or to receive personal holiday is not changing.

3) Question: How will vacation and carryover vacation transition to a fiscal year?

Answer: The transition period will be January 1, 2025 – June 30, 2025.

On January 1, 2025, the start of the transition period, University Staff will be granted half of their annual vacation allocation. Unused vacation earned during the transition period will carry over and must be used by June 30, 2026.

On July 1, 2025, employees will be granted their full annual vacation allocation for fiscal year July 1, 2025 – June 30, 2026.

4) Question: How will vacation granted in 2024 and any unused 2023 vacation carried over to 2024 be impacted by this change?

Answer: Unused vacation earned during 2024 will carry over and must be used by June 30, 2026.

Unused 2023 vacation carried over to 2024 is not affected by this change; it must be used by December 31, 2024, or it will be lost.

5) Question: How will Personal Holidays transition to a fiscal year?

Answer: Personal Holidays granted in 2024 are not affected by this transition; all Personal Holidays earned in 2024 must be used by December 31, 2024, or they will be lost.

On January 1, 2025, eligible employees will be granted 18 hours (prorated if part-time) of Personal Holiday to be used during the transition period. These Personal Holiday hours must be used by June 30, 2025, the end of the transition period.

On July 1, 2025, eligible employees will be granted 36 hours (prorated if part-time) of Personal Holiday to be used between July 1, 2025, and June 30, 2026.

6) Question: How will Legal Holidays transition to a fiscal year?

Answer: For 2024, Legal Holidays earned will not be affected by this transition. Any floating legal holidays earned in 2024 must be used by December 31, 2024, or they will be lost.

On January 1, 2025, legal holidays that fall between January 1 and June 30, 2025 (New Years Day, Martin Luther King Day, Memorial Day), will be allocated based on eligibility and prorated if part-time. Legal holidays allocated during the transition period must be used by July 31, 2025.

July 1, 2025, legal holidays from July 1, 2025 to June 30, 2026, will be allocated based on eligibility and prorated if part-time.

7) Question: How will Sick Leave transition to a fiscal year?

Answer: Sick Leave will not be affected by this transition. Sick Leave is earned every pay period and does not expire.

8) Question: How will the vacation banking schedule change for employees who are eligible to bank vacation?

Answer: For 2024, no change. Employees will be able to bank December 1, 2024-December 31, 2024.

After July 1, 2025 schedule change, employees will have an annual opportunity to bank unused vacation as of June 30th during a July 1st through September 30th banking window.

Vacation hours that have already been banked are not affected by this change.

9) Question: How will the leave schedule change impact employees eligible to request a payout of unused vacation?

Answer: For 2024, no change. Employee must request a payout between December 1, 2024-December 31, 2024.

After July 1, 2025 schedule change, employees will have an annual opportunity for payout of unused vacation as of June 30th during a July 1st through September 30th banking window.

10) Question: How will the vacation election process work for crafts workers?

Answer: For the transition period crafts workers will be granted 50 hours of vacation but may elect, with a corresponding hourly rate adjustment, an increased vacation allocation of either 70 or 90 hours. This election must be made by December 31, 2024.

Following the transition period, for fiscal year July 1, 2025 – June 30, 2026, craftworkers will be required to maintain the vacation election they made for the transition period. For fiscal year July 1, 2026 – June 30, 2027 crafts workers will have the option to change their vacation election.



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11) Question: With the University Staff Leave Schedule Change will crafts workers be eligible to bank vacation or receive a vacation cash payout?

Answer: No. An employee's eligibility to bank vacation or receive a cash payout is not changing.

12) Question: Where can I find more information?

Answer: Additional information on the change can be found in the interim leave policies linked below.

- UW System policies
 - [UW System Administrative Policy 1210 Vacation, Paid Leave Banks, and Vacation Cash Payouts](#)
 - [UW System Administrative Policy 1200-Interim 13 University Staff and Crafts Worker Vacation, Paid Leave Banks, and Vacation Cash Payouts](#)
 - [UW System Administrative Policy 1211 Personal Holiday and Legal Holiday Administration](#)
 - [UW System Administrative Policy 1200-Interim 14 University Staff Personal Holiday and Legal Holiday Administration](#)
- UW-Madison policies
 - [Vacation \(UW-5052\)](#)
 - [Personal and Legal Holidays \(UW-5050\)](#)