

## **Unclassified Leave Benefit Options: Questions & Responses**

### **Personal Holiday Allocation, ALRA Banking**

#### **PERSONAL HOLIDAY:**

**Q:** Who is eligible for the Unclassified Personal Holiday benefit?

**R:** Unclassified staff who are appointed to annual ('A') pay base who are otherwise eligible for annual vacation are entitled to the Personal Holiday Benefit.

**Q:** Is an Unclassified employee eligible for the full entitlement of Personal Holiday irrespective of when they begin employment in the FY?

**R:** Yes. Personal Holidays hours are not pro-rated due to employment begin date.

**Q:** Is the Unclassified Personal Holiday allocation pro-rated for an employee whose appointment is less than 100%?

**R:** Yes. The pro-rated allocation is based on the percent of appointment. Multiply 36 hours times the appointment percent and round to the next tenth.

**Q:** If an employee terminates employment prior to the end of the year in which the Personal Holiday is earned, is the employee entitled to the full Personal Holiday allocation?

**R:** Yes. Personal Holidays hours are not reduced due to employment termination date.

**Q:** An employee is granted a leave of absence from a permanent Classified position to accept an Unclassified, Acting or Interim appointment on a temporary basis. Is the employee eligible for the Personal Holiday entitlement from the Classified and the Unclassified position in the year they accept the limited Unclassified position?

**R:** To accommodate the difference in the Classified year (calendar) and the Unclassified year (fiscal) leave accounting, the policy is as follows: If the Unclassified acting appointment is effective between July 1 and December 31, the employee would receive the 36 hours of Unclassified personal holiday. If the Unclassified acting appointment is effective between January 1 and June 30, the individual would not receive the 36 hours Unclassified personal holiday until July 1 of the following fiscal year. If the employee returns to Classified service, DER rules will apply.

**Q:** Would a Classified employee (State or University) who terminates employment and accepts an Unclassified position with the UW System be entitled to the Unclassified Personal Holiday allocation if the events occur within the same calendar year?

**R:** Yes. An employee who accepts an Unclassified appointment is entitled to the leave benefits provided by the Board of Regents Policy.

**Q:** A new unclassified employee begins on July 1 at 80% time. The appointment increases to 100% on January 1, 2000; should the employee receive the remainder of the Personal Holiday entitlement to equal 36 hours for the remainder of the FY? If the appointment is at 100% at the beginning of the FY and later is reduced is the FY Personal Holiday entitlement reduced?

**R:** For equity and ease of administration, the Personal Holiday protocol is to be modeled as much as possible on the Classified benefit provisions. The employee would be granted entitlement appropriate to the percent level at the start of their appointment and an adjustment in Personal Holiday hours with the increase in appointment percent. If the appointment percent is reduced during the FY no adjustment is made in the FY entitlement.

**ALRA BANKING:**

**Q:** Are rehired annuitants eligible to bank vacation in ALRA?

**R:** Yes. If the appointment qualifies for annual leave benefits and the employment contract does not mandate use of earned leave during the term of the employment contract.

**Q:** In order to qualify for ALRA reference is made to continuous service to the State of Wisconsin in appointments earning vacation, or as Unclassified University participants in the Wisconsin Retirement System. How is continuous service defined?

**R:** Continuous service, as it applies to ALRA – UPG 9.04, shall be defined as service to the State of Wisconsin in appointments earning vacation or as Unclassified University participants in the Wisconsin Retirement System without a break in service of greater than 3 years consistent with UWS 19.03, Wisc. Administrative Code. Years of continuous service are not pro-rated based on the percentage of appointment.

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