

UPS OP: BN 3- Sick Leave Policy Changes under UPS

This document summarizes the notable policy changes that will take effect as a result of UPS. The document is intended for reference only.

Sick Leave UPS OP: BN 3	University Staff	Annual (12 mo) Academic Staff, Faculty and Limited	Academic (9 mo) Faculty and Instructional Staff	Notable Policy Changes
Eligibility for Sick Leave	All classified permanent and project employees (no minimum appointment percentage or employment duration); LTEs are not eligible	Must be expected to work at least 1/3 of full-time (440 hours) for at least one calendar year	Must be expected to work at least 1/3 of full-time (440 hours) for at least one academic year with the expectation of renewal.	No Change
Full-time Employee Sick Leave Accrual Schedule	All classified permanent and project employees earn .0625 hours of sick leave for each hour in pay status up to five hours per bi-weekly pay period (130 hours per calendar year)	Initial Entitlement: 176 hours for use during the first 18 months of employment (prorated for part time). After Initial Entitlement period, earn 96 hours (12 days) of sick leave per fiscal year		No Change
Rehired Annuitant Eligibility	A rehired WRS annuitant is eligible to earn sick leave if position is eligible. A rehired annuitant is <u>not</u> eligible to receive a sick leave initial entitlement			This administrative change applies to all rehired annuitants, regardless of origin.
Initial Entitlement (Does not apply to University Staff, but will factor into Exempt University Staff choosing to move to Academic Staff).	<p>If an employee retires during the 18-month initial entitlement period, the entire amount of the Initial Entitlement will not be available for sick leave credit conversion. The number of sick leave hours available for conversion will be equivalent to what the employee would have earned if not in the Initial Entitlement period.</p> <p>The 18-month Initial Entitlement period begins on the first day of sick leave eligibility and ends 18 months later. The 18-month period is <u>not</u> extended if an employee goes on a leave of absence during the Initial Entitlement period.</p>			Clarified proration of Initial Entitlement conversion within 18 months of having the leave granted.
Sick Leave Use	Sick leave cannot be used before it is accrued.	Sick leave cannot be used before it is accrued. Faculty, academic staff, and limited appointees who are granted an Initial Entitlement are eligible to use these hours of sick leave during the first 18 months of employment.		No Change
Reporting Increments	FLSA exempt: half or whole day increments; actual time missed if part-time FLSA non-exempt: 15 minute increments			Change to reporting rules based on FLSA Status rather than employee classification

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Sick Leave Absence Reasons	<ul style="list-style-type: none"> • For personal illnesses, injury, disability, pregnancy, adoption, or exposure to contagious disease • For the care of an immediate family member (for up to five consecutive work days) Additional time off may be approved by the institution • For immediate family or personal medical or dental appointments • Up to three days of sick leave may be used after the death of an immediate family member. An additional four days of sick leave may be used for travel time related to a funeral or other circumstances after the death of an immediate family member. • Any absence covered by the Wisconsin Family and Medical Leave Act (WFMLA) • Those who miss work due to illness for 5 or more consecutive days, must provide written physician certification (does not apply to FMLA approved absences). 			Changes to align all employee classifications under one policy.
Movement to New Appointment within UW System and/or State Agency	All sick leave earned as a UW System employee will transfer to a successive UW System leave-eligible appointment. UPS policies allow for the leave balance to be carried forward to leave eligible appointments within the UW System. (3) All sick leave earned as a University employee will move to a State of Wisconsin agency.			Classified project employees lost accumulated sick leave at the end of their appointment.
Sick Leave upon Termination from the University for Misconduct	If termination from the University is due to misconduct or delinquency, an institution may revoke all unused accumulated sick leave.			This now applies to Faculty, Academic Staff, Limited as well as University Staff
Submitting Time Worked and Leave Used	All leave-eligible university staff are required to submit both time worked and leave taken on a bi-weekly basis either on paper timesheet or electronically	Each leave-eligible UW System faculty, academic staff, and limited appointee is required to submit a leave report on a monthly basis, whether or not leave is used. Any faculty, academic staff, or limited appointee who fails to file a report on leave usage as required by UW System policy in one or more months of any year shall not be permitted to accrue sick leave for that year in an amount exceeding the cap (i.e., 8.5 days if annual-basis or 6.4 days if academic year - basis).		No Change. Details added to policy for ease of administration.
Changing Leave Type Used after Sick Leave Reported	Any change requests must be received by the institution by end of calendar year in which the absence occurred	Any change requests must be received by the institution by end of fiscal year in which the absence occurred		Formal deadlines for change requests

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Sick Leave Conversion at Layoff, Retirement or Death	UW System employees are eligible for the conversion of their sick leave credits to pay for State Group Health Insurance at layoff, retirement, termination with 20 years of state service, or death provided eligibility requirements are met under the Accumulated Sick Leave Conversion Credit (ASLCC) and Supplemental Health Insurance Conversion Credit (SHICC) programs as outlined in Wis. Stat. §§ 40.05(4) (b) and 40.95 .			No Change
Sick Leave Restoration After Break in Service	If employee does not take WRS annuity or have 20 years of WRS creditable service, sick leave balance will be lost unless employee returns to a State of WI or UW sick-leave eligible position within 5 years.	If employee does not take WRS annuity or have 20 years of WRS creditable service, sick leave balance will be lost unless employee returns to a State of WI or UW sick-leave eligible position within 3 years or applies to a UW position within three years and is ultimately hired into that position. If an unclassified employee returns to a classified position within 5 years, sick leave will be re-instated.		No Change