

UPS OP: BN 1- Vacation Policy Changes under UPS

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

Vacation UPS OP: BN 1	University Staff	Annual (12 mo) Academic Staff, Faculty and Limited NOTE: Not applicable to Academic year (9 month) Faculty and Instructional Staff	Notable Policy Changes																								
Leave Accrual and Use Calendar	Calendar Year	Fiscal Year (July 1 – June 30)	No Change																								
Eligibility for Paid Vacation	All university staff, except those in a temporary appointment, are eligible for paid vacation.	Must be expected to work at least 1/3 of full-time (440 hours) for at least one calendar year	No Change																								
Vacation Accrual	Prorated estimated vacation is granted upon hire and again on January 1st of every year based on the Annual Bracket Factor. Vacation accruals are adjusted according to the bracket factor based on the actual number of hours in pay status.	Prorated estimated vacation is granted upon hire and again on July 1st of every year.	No Change																								
Schedule of Annual Vacation Leave	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Years of Service</th> <th style="width: 25%;">FLSA Non-Exempt</th> <th style="width: 25%;">FLSA Exempt*</th> </tr> </thead> <tbody> <tr> <td>First 5</td> <td>104</td> <td>120</td> </tr> <tr> <td>5+ to 10</td> <td>144</td> <td>160</td> </tr> <tr> <td>10+ to 15</td> <td>160</td> <td>176</td> </tr> <tr> <td>15+ to 20</td> <td>184</td> <td>200</td> </tr> <tr> <td>20+ to 25</td> <td>200</td> <td>216</td> </tr> <tr> <td>25 & Over</td> <td>216</td> <td>216</td> </tr> <tr> <td colspan="3">*Includes Non-Exempt Supervisors</td> </tr> </tbody> </table>	Years of Service	FLSA Non-Exempt	FLSA Exempt*	First 5	104	120	5+ to 10	144	160	10+ to 15	160	176	15+ to 20	184	200	20+ to 25	200	216	25 & Over	216	216	*Includes Non-Exempt Supervisors			Full-time employees earn 176 hours (22 days) of vacation per fiscal year. Vacation is pro-rated if part-time.	Vacation accruals are staying the same with the exception of “working supervisors” who are FLSA non-exempt. They will earn vacation at higher FLSA exempt rate.
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Use of Vacation	University Staff can use vacation as of the first day of employment.	Can use vacation from the first day of employment	Classified staff could use vacation following initial 6-month probation. University staff can use vacation from day 1 of employment. No change for Academic Staff, Faculty and Limited.																								
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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Vacation Carryover Provisions	Vacation may be carried over for one calendar year.	Vacation may be carried over for one fiscal year.	No Change
Vacation/Paid Leave Banking Schedule	Eligibility to bank is outlined each fall with options available through the end of the year. No changes to the banking schedule. The banking schedule is based on years of continuous service/FLSA status but banking may be allowed prior to schedule due to cumulative sick leave accrual.	Eligibility to bank unused vacation is offered in July following the qualifying fiscal year based on a minimum of 10 years of continuous service and appointment percentage	No changes to the banking schedule or amounts.
Hours available for Vacation/Paid Leave Banking	Full-time employees are eligible to bank unused vacation (either vacation earned in the current calendar year or vacation carried over from prior calendar year) into a paid leave bank	Full-time employees are eligible to bank unused vacation (either vacation earned in the current fiscal year or vacation carried over from prior fiscal year) into a Paid Leave Bank (ALRA) account. Cash payouts are not permitted.	Allows University Staff to bank current year and carryover vacation. Classified employees were only eligible to bank current year unused vacation.
Vacation Cash-Out	Employees earning vacation at the 200 hour rate can receive up to 40 hours of the amount of leave that can be banked as a cash payout.	Not eligible	No Change
Changing Leave Type Used after 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
Vacation Credits upon Retirement, Layoff, Termination	At termination or retirement, employees are eligible to receive a lump sum payment of any remaining vacation and/or banked vacation hours. If the termination is not the result of layoff or termination for cause, the institution may allow the employee to extend their termination date beyond the last day worked by vacation and/or banked vacation hours. Extending time on payroll must be approved by the employer under the UPS policy.		Under pre 07/01/2015 rules, Classified employees could use accumulated leave to remain on payroll if not layoff/termination for cause, without permission from the institution.
Movement to New Appointment within UW System and/or State Agency	Current vacation earned during the calendar or fiscal year shall transfer to the new leave-eligible appointment. Hiring authority will determine if banked leave and carryover are allowed to transfer or should be paid out as a lump sum prior to transfer. Vacation will be paid out if the employee moves to an appointment which is ineligible for earning vacation.		Clarified existing policies surrounding transfers. Classified project employees who never attained permanent status were only eligible to transfer personal holiday hours prior to UPS.