Below please find a listing of all approved System Administrative policies and procedures taken from July 16, 2021 through August 13, 2021.

I. New Interim Policy Actions


This interim waiver will expire on December 31, 2021.

- This interim policy action waives certain requirements of Regent Policy Document 13-1, General Contract Approval: Signature Authority and Approval, to allow the President of the UW System to execute grants from and contracts with private, profit-making organizations with a value of more than $1,000,000 which would otherwise require formal approval of the Board of Regents prior to execution.
- This interim policy action only applies to grants and contracts that are necessary to respond to immediate resource needs resulting from the COVID-19 pandemic.

Interim Regent Policy Document Waiver #07, COVID-19 Leasing of Real Property Waiver (for Fall Semester 2021) (approved August 12, 2021)

This interim waiver will expire on December 31, 2021.

- Signature authority under this interim policy action may only be authorized when the lease of real property addresses immediate resource needs resulting from the COVID-19 pandemic.

II. New System Administrative Policies

SYS 1037, Information Security: IT Disaster Recovery (approved August 4, 2021)

This policy will be effective on August 1, 2022.

- The purpose of SYS 1037, Information Security: IT Disaster Recovery is to establish the minimum requirements for UW institution's IT Disaster recovery (DR) plan(s).
  - IT DR plan(s) must exist at each UW institution which outline measures needed to restore the institution's operations and/or business infrastructure.
IT DR plan(s) must be included within or provide linkages to the institutional continuity of operations plan (COOP) and leverage the COOP’s internal and external communications plan.

- Minimum elements are identified that must be included in the IT DR plan(s).
- Each UW institution must conduct annual training and/or exercises consistent with assigned roles and responsibilities outlined in the IT DR plan(s).

### III. Revised UW System Administrative Policies

**SYS 1210, Vacation, Paid Leave Banks, and Vacation Cash Payouts** (approved August 12, 2021)

*The policy revisions will be effective upon approval.*

- The technical revision to this policy aligns the date for vacation banking with the date that late sick leave reports and due before sick leave reduction occurs, and is necessitated by an HRS update.
  - In Section 6.E.2.a.i., the proposed revision changes the decision date for vacation banking from November 30th to **September 30th**.
  - Added the following sections to align the policy with the standard SYS policy template:
    - Section 2. Responsible UW System Officer
    - Section 3. Scope and Institutional Responsibilities
    - Section 9. Scheduled Review

**SYS 1217, Non-Medical Leaves of Absence** (approved August 5, 2021)

*The policy revisions will be effective upon approval.*

- This policy outlines the process for granting non-medical leaves of absence. Previously, non-medical leaves of absence were not available for Student Assistants and Graduate Assistants. This update allows these employee categories access to a non-medical leave of absence for up to 6 months, subject to approval.
  - Added the following sections to align the policy with the standard SYS policy template:
    - Section 2. Responsible UW System Officer
    - Section 3. Scope and Institutional Responsibilities
    - Section 9. Scheduled Review
  - In section 6.A, added **Students and Graduate Assistants** to the list of employees eligible to request non-medical leaves of absence.
  - In section 6.B, clarified the processes for granting non-medical leaves of absence for faculty, academic staff, limited appointees, and university staff as compared to student assistants and graduate assistants.
SYS 1225, General Terms and Definitions (approved August 4, 2021)
The revisions will be effective upon approval.

- This policy provides standard definitions for certain terms used in the 1200 series of policies. The update modified several definitions for consistency with definitions updated in SYS 230 as part of Standardized Biweekly Payroll conversion.
  - Added the following sections to align the policy with the standard SYS policy template:
    - Section 2. Responsible UW System Officer
    - Section 3. Scope and Institutional Responsibilities
    - Section 9. Scheduled Review
  - Formatted the definitions in the policy to be consistent with other system administrative policies.
  - Revised the definition for Academic or C-Basis Appointments to add “and who are FLSA exempt employees.”
  - Revised the definition for Institutions and for The University to from “UW Colleges and UW Extension” to “any branch campuses/additional locations.”
  - Revised the definition of Standard Work Week to add “For a position designated as 1.0 Full Time Equivalent (FTE), a standard work week is presumed to be 40 hours.”
  - Revised the definition for Summer Prepay Deductions to add “deductions taken from the pay period in March, April, and May.”

SYS 1244, Summer Prepay Deductions and Summer Session Benefits Eligibility (approved August 5, 2021)
The revisions will be effective upon approval.

- This policy outlines the process for maintaining employee benefits over the summer for Academic Year Employees.
  - Added the following sections to align the policy with the standard SYS policy template:
    - Section 2. Responsible UW System Officer
    - Section 3. Scope and Institutional Responsibilities
    - Section 9. Scheduled Review
  - Formatted the definitions in the policies to be consistent with other system administrative policies.
  - Revised the definition of Summer Prepay Deductions to state “deductions taken from the first six bi-weekly pay periods in March, April, and May.”
  - In Section 6.B, clarified that summer prepay deductions will be taken from “the first two paychecks of the month for the bi-weekly paycheck dates in March, April, and/or May of each year.”
In Section 6.C.2, revised language to reflect that employees will have 18 deductions per year for FSA and HSA plans, and clarified how deductions will be taken for TSA, WDC, WRS, and WRS Additional Contributions.

Added Section 6.C.3 to address plans subject to deductions from summer earnings.

IV. New Frequently Asked Questions

SYS 807 FAQ, Frequently Asked Questions About Medical Withdrawal (approved July 20, 2021)

These FAQs will be effective September 1, 2021 (the effective date of the policy).

- The question addresses what institutions should do if the policy requirement that the “last date of class attendance” be used as the official withdrawal date for both Registrar and Financial Aid Office decisions related to a medical withdrawal possibly conflicts with federal financial aid rules, such as Return to Title IV (R2T4).
- If federal guidelines create an issue with the date established in the policy, the institution should follow the date consistent with federal guidelines, and document the decision.

V. Policy Effective Date Reminders

The following policies will go into effect on September 1, 2021:

- SYS 807, Medical Withdrawal Policy
- SYS 807 FAQ, Frequently Asked Questions About Medical Withdrawal
- SYS 1035, Information Security: IT Asset Management

VI. Policies in the Final Stages of Revision

The following policies were distributed for comment in prior months and are currently being revised by the policy owners:

- SYS 2, Development, Revision, and Approval of Academic and Student Affairs Policies
- SYS 110, UW System Board of Regents Criteria for Approval of Wisconsin Technical College System Collegiate Transfer Programs
- SYS 138, Award of Credit by Prior Learning Assessment
- SYS 165, The Academic Calendar
- SYS 236, Utilization of Independent Contractors
- SYS 1212, Sick Leave
- SYS 1250, Job Security
- SYS 1287, Voluntary Reassignment of Formerly Classified FLSA Exempt Employees to Academic Staff/Limited Appointment Position