



Office of Human Resources & Workforce Diversity

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December 7, 2007

TO: Chancellors

FROM: Alan N. Crist,
Associate Vice President

RE: New Regent Policies regarding Sick Leave Accrual and Reporting for Faculty, Academic Staff, and Limited Appointees

At the December Board of Regents meeting, the board passed three resolutions that will change vacation, personal holiday, and sick leave reporting requirements and sick leave accrual for unclassified staff not in compliance with leave reporting requirements. The three policy statements are stated below. Two attachments provide background and rationale information for these changes, one is a leave reporting requirements fact sheet and the other is rationale for defining a 40-hour work schedule for purposes of leave reporting. Background materials and information on how to report sick leave will also be available on the UW System web site at www.uwsa.edu/hr/benefits/leave/sick.htm as soon as revisions can be made reflecting these policy changes.

Policy: Sick Leave, Vacation, and Personal Holiday Leave Reporting for Unclassified Staff

Effective January 1, 2008 it shall be the policy at each institution in the UW System that sick leave, vacation, and personal holiday leave for full-time unclassified employees shall be charged in units of one-half days. Absence of one-quarter day up to three fourths day shall be charged as one half day. Absence of three fourths day up to one and one quarter day shall be charged as one day. Employees with less than full-time appointments shall report actual hours absent when using sick leave, vacation, and personal holiday leave.

Policy: Reduction of Sick Leave Accrual for Unclassified Staff Failing to Report Leave Usage

Effective with sick leave accrued in fiscal year 2007-08, any employee 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 established by s. 40.05(4)(bp)1., Wis. Stats. (i.e., 8.5 days for an annual appointee or 6.4 days for an academic year appointee).

Policy: Sick Leave Reporting and Teaching Responsibilities

Effective with the beginning of the Spring 2008 semester, teaching responsibilities not met because of an absence specified in UWS 19.01, Wis. Adm. Code, must be reported as leave, regardless of whether a qualified instructor covers the aforementioned responsibilities. Teaching responsibilities include class time preparation, actual classroom instruction, and scheduled office hours available to students for educational guidance.

I will be working with your Human Resource Directors and Academic Personnel Officers to ensure that these Board of Regents policy changes are broadly communicated to all unclassified staff. Your assistance with and support of these communication efforts will be greatly appreciated.

Thank you.

cc: President Reilly
Cabinet
Provosts/Chief Business Officers
Human Resource Directors/Academic Personnel Officers
Faculty Representatives/Academic Staff Representatives
Fringe Benefits Advisory Committee

Leave Reporting Requirements Fact Sheet

Whether you are a new or existing employee, it's important to recognize that sick leave, vacation, and personal holidays are significant elements of the UW System total compensation package. Accountability for proper leave use and reporting are essential to ensure the on-going availability of these valuable benefits.

- For unclassified employees – faculty, academic staff, and limited appointments – leave is earned on a fiscal basis, July 1 through June 30.
- Annual-based employees earn sick leave, vacation, and personal holidays.
- Nine-month academic year employees earn sick leave and legal holidays that fall during the academic year, but not vacation or personal holidays.
- If you are employed on a part-time basis, your leave time is pro-rated consistent with your percentage of employment or actual hours worked.

Sick Leave

In Wisconsin, unused sick leave has a high value after retirement. At retirement, the sick leave balance is converted to dollar credits to pay for health insurance. Employers contribute to fund the program.

- New full-time employees are granted an initial entitlement of 22 working days (176 hours) of sick leave. After 18 months of service, employees with *annual appointments* earn sick leave at the rate of one day per month and employees with *academic-year appointments* earn sick leave at the rate of six days per semester.
- Except for the initial entitlement, sick leave may be taken only after it has been earned.
- Sick leave can be used when you cannot be present during your official schedule due to medical appointments, your own illness or injury or that of a family member who requires your care, or the death of a family member. State law and UW policy allows employees to use sick leave for time off for a birth or adoption.
- If you report completely, accurately, and in a timely manner, your unused sick leave accumulates from year to year without limit.

Leave Reporting

In response to a Legislative Audit Bureau (LAB) report, in 1987 the state legislature imposed a cap on the amount of sick leave faculty, academic staff, and limited appointees could use to pay for health insurance upon retirement, layoff, or death. With the cap, accrued sick leave would be limited to 8.5 days per year for annual employees and 6.4 days per year for academic-year employees.

In order to obtain a waiver to this cap, each UW institution independently agreed to identify a standard 40-hour work week for reporting purposes, distribute a monthly statement, and collect monthly reports, even if no leave has been used. Accurate leave reporting is part of the UW System's responsibility to the public. It is important to remember that you are a part of a larger community and your actions can affect not only you but also your colleagues and your institution.

- You must establish a standard work week for reporting purposes.
- Your official schedule should total 40 hours per week (pro-rated for part-time), and should include all classes, office hours, other regularly scheduled obligations, and time for research or other self-directed work required by your appointment.
- The default schedule for all unclassified employees is Monday through Friday, 7:45 a.m. – 4:30 p.m.
- With the approval of your department chair or supervisor, you may file an alternate schedule. With the approval of your department chair or supervisor, you may change your official schedule whenever necessary.
- A leave report is due monthly, regardless of whether any leave time is used during the month.
- Submit your monthly leave report to your department chair or supervisor, whichever is applicable, no later than the **10th of the month**.
- Indicate the amount and type of leave taken on the day or days of the month for which the report is completed, and sign and date the form.
- Part-time employees report actual hours missed.
- Full-time employees report sick leave in half- and full-days (4 and 8 hours).

During each work day, if you miss:	< 2 hrs	2-6 hrs	6-10 hrs
Report leave of:	0 hrs	4 hrs	8 hrs

Additional Information

- Unclassified Personnel Guideline (UPG) on Sick Leave Policy www.uwsa.edu/hr/upgs/upg10.pdf.
- UWSA web site for sick leave: www.uwsa.edu/hr/benefits/leave/sick.htm.
- UWSA presentation on leave reporting www.uwsa.edu/hr/leave/unclassleavereporting.ppt.
- UWSA sick leave presentation www.uwsa.edu/hr/benefits/leave/unclasssickleave.ppt.
- UWSA unclassified employees benefits presentation www.uwsa.edu/hr/benefits/newemp/orientunclass.ppt
- Leave reports are required by www.legis.state.wi.us/statutes/Stat0040.pdf

Rationale for Defining a 40-hour Work Schedule for Purposes of Leave Reporting

At the UW System, unused sick leave has a high value after retirement. Not only are your unused hours of sick leave converted to dollar credits to pay for health insurance, but also, if you work for the State and/or UW System for at least 15 continuous years prior to retirement, those hours are matched (up to a limit) under the Supplemental Health Insurance Conversion Credit Program. At retirement, the cost of your health insurance premiums is deducted from your accumulated sick leave credits until the credits are used up. The ability to convert unused sick leave, and to receive supplemental sick leave credits, is a substantial, *non-taxable* addition to your retirement income.

Most UW System peer institutions do not have a monetary value associated with the accrual of unused sick leave. And for those that do, the value is substantially less than the monetary value of our accumulated sick leave conversion program. Sick leave, vacation, and personal holidays are significant elements of the UW System total compensation package and a significant recruitment and retention tool.

In response to a Legislative Audit Bureau (LAB) report, in 1987 the state legislature imposed a cap on the amount of sick leave faculty, academic staff, and limited appointees could use to pay for health insurance upon retirement, layoff, or death. With the cap, accrued sick leave would be limited to 8.5 days per year for annual employees and 6.4 days per year for academic-year employees, instead of the 12 days per year unclassified employees may accrue without the cap.

In order to obtain a waiver to this cap, each UW institution independently agreed to identify a standard 40-hour work week for reporting purposes, distribute a monthly statement, and collect monthly reports, even if no leave has been used.

Normally, salaried professionals are exempt from overtime regulations and are not accountable for a 40-hour per week schedule. Many UW System faculty, academic staff and limited employees work far more than forty hours per week. However, in order to simply and fairly report sick leave usage and to be accountable to the State, it is necessary to identify a work schedule that uses a generally acceptable standard. This does not imply that unclassified staff only work 40 hours per week; it merely is a way to establish a workable means of recording the use of sick leave that is as equitable as possible.

Therefore, a 40- hour work week must be established for each individual against which he or she will report the use of sick leave. The specific schedule may change as needed to reflect changes in ones regular work schedule. With the approval of your department chair or supervisor, you may file a 40-hour work schedule that meets your needs, and you may change your official schedule whenever necessary. If you choose not to file a specific 40-hour work week schedule your sick leave reporting will be based on the standard state work schedule Monday – Friday 7:45 a.m. to 4:30 p.m.

Good documentation of your eligibility for sick leave credits and accurate leave reporting are part of our responsibility to the state and to the public. It is important to remember that you are a part of a larger community and your actions can affect not only you but also your colleagues and your institution. Accountability for proper leave use and reporting are essential to ensure the on-going availability of these valuable benefits.

Additional Information

- Unclassified Personnel Guideline (UPG) on Sick Leave Policy www.uwsa.edu/hr/upgs/upg10.pdf.
- UWSA web site for sick leave: www.uwsa.edu/hr/benefits/leave/sick.htm.
- UWSA presentation on leave reporting www.uwsa.edu/hr/leave/unclassleavereporting.ppt.
- UWSA sick leave presentation www.uwsa.edu/hr/benefits/leave/unclasssickleave.ppt.
- UWSA unclassified employees benefits presentation www.uwsa.edu/hr/benefits/newemp/orientunclass.ppt
- Leave reports are required by www.legis.state.wi.us/statutes/Stat0040.pdf



An Overview of Unclassified Leave Reporting

Leave Reporting

Whether you are a new or existing employee, it's important to recognize that:

- ❑ Sick leave, vacation and personal holidays are important elements of the UW System total compensation package.
- ❑ Accountability for proper leave use and reporting are essential to ensure the on-going availability of these valuable benefits.

Eligibility for the Various Leave Benefits

- Eligibility for sick leave is contingent upon you being a participant in the Wisconsin Retirement System (WRS).
- To be eligible for the WRS, the following conditions must be met:
 - You are expected to work at least one-third of what is considered full time employment (440 hours per year) and
 - Your expected duration of employment is at least one year (two semesters for 9-month appointments).

Annual basis employees also earn
vacation and personal holidays.

Earned Leave – Twelve-Month Employees

- The leave year is on a fiscal basis, July 1 through June 30.
- Most annual-based employees earn sick leave, vacation and personal holidays.
- New full-time employees with an appointment of one year or more are granted an initial entitlement of 22 working days (176 hours) of sick leave.
- After 18 months of service, sick leave is earned at the rate of one day per month.

Earned Leave – Twelve-Month Employees

- Full-time, twelve-month pay basis employees earn 22 days (176 hours) of vacation per year. Institutional guidelines concerning unused vacation carryover provisions vary, as do departmental guidelines.
- Thirty-six hours per year of personal holiday leave are granted. You have until the end of the fiscal year to use them or they are lost.
- Nine legal holidays
 - **NOTE:** If you are employed on a part-time basis, your leave time is pro-rated consistent with your percentage of employment.

Earned Leave – Nine-Month Employees

- Nine-month academic year appointees earn sick leave and legal holidays that fall during the academic year, but not vacation or personal holidays.
- New full-time employees with an appointment of nine months or more are granted an initial entitlement of 22 working days (176 hours) of sick leave.
- After 18 months, sick leave is earned at the rate of six days per semester.
 - **NOTE:** If you are employed on a part-time basis, your leave time is pro-rated consistent with your percentage of employment.

Sick Leave Use and Carry-over

- Except for the initial entitlement, sick leave may be taken only after it has been earned.
- Currently unused sick leave accumulates from year to year without limit.

Sick Leave - How may it be used?

- The primary purpose of sick leave is to continue salary and benefits when you are ill. It can also be used:
 - For medical and dental appointments
 - To care for an ill immediate family member* or a newborn or adopted child if federal or State Family Medical Leave Act applies
 - For health insurance premium payments at retirement
 - To attend the funeral of an immediate family member.

*Immediate Family Member includes your spouse, parents, children, your or your spouse's immediate family members, grandparents, aunts, uncles, brothers, sisters, their spouses, and any other relative who reside with you.

Value of Sick Leave at Retirement

- At retirement the value of accumulated sick leave conversion credits (ASLCC) may be converted, at your highest rate of pay, to pay for the cost of your State Group Health Insurance.
- Your surviving eligible dependents who are insured under the State Group Health Insurance plan may also use your sick leave credits.

Supplemental Sick Leave Credits

- To be eligible, you must qualify for the accumulated sick leave conversion credits (ASLCC) and have 15 years of continuous service.
- Upon retirement, you receive 52 hours of supplemental credits for each full year of service up to 24 years. The supplemental credits may be converted to pay for State of Wisconsin Group Health insurance.
- You receive 104 additional hours for each full year of service after 24 years.
- Total supplemental hours cannot exceed your accumulated sick leave balance.

What are Your Responsibilities for Reporting Leave Usage?

- Establish a standard work week for reporting purposes. (For more information, see www.uwsa.edu/hr/upgs/upg10.pdf)
- Submit your monthly leave report to your department chair or supervisor, whichever is applicable, no later than the 5th of the following month.

How is a Standard Work Week Established for Reporting Purposes?

- If your official schedule varies from the established work week, it must be documented and approved by your department chair or supervisor.
 - The standard work week is 7:45 a.m. – 4:30 p.m., Monday – Friday
- Your standard work week for reporting purposes should total 40 hours per week (pro-rated for part-time), and should include all classes, office hours, other regularly scheduled obligations, and time for research or other self-directed work required by your appointment.
- You may request to change your official schedule whenever necessary as your University responsibilities change.

Why should salaried professionals have to report time away from work?

- Public employers often require reporting of leave usage to provide accountability to the public.
- In Wisconsin, unused sick leave has a high value after retirement. Employers contribute to fund the program. Accurate leave reporting is part of the UW System's responsibility to the public.

How do you report leave?

- Full-time employees report sick leave in half- and full-days (4 and 8 hours).

During each work day, if you miss:

	< 2 hrs	2-6 hrs	6+
Report leave of:	0 hrs	4 hrs	8 hrs

- Part-time appointees report actual hours missed.
- Reporting is explained in Unclassified Personnel Guideline (UPG) #10, www.uwsa.edu/hr/upgs/upg10.pdf

Note: Some institutions have different reporting requirements

Leave Report

- To view a sample leave report, please visit www.bussvc.wisc.edu/ecbs/uwempl-unclass-leave-statement-uw1538.pdf
- The top half of the leave report will typically be filled in when you receive it and will reflect your current available leave time.
- On the bottom half of the form, indicate the amount and type of leave taken on the day or days of the month for which the report is completed. Sign and date.
- A leave report is due monthly, regardless of whether any leave time is used during the month.
- The leave report is due to your supervisor by the 5th of the month.

Sick Leave Benefit History

- Due to concerns about the accuracy of the sick leave reporting and the lack of a central reporting system, in 1987 the Legislature capped the amount of sick leave that could be carried over each year to:
 - ❑ 8.5 days per year for annual employees
 - ❑ 6.4 days for academic year employees

Source: § 40.05(4)(bp)1, Wisconsin Statutes

Sick Leave Benefit History

- Institutions could request a waiver from the caps if certain conditions were met.
- In order to obtain the waiver, each institution independently agreed to:
 - Identify a standard 40-hour work week for reporting purposes
 - Distribute a monthly statement
 - Collect monthly reports, even if no leave has been used

The Consequences of Non Compliance with Reporting Requirements

- If an institution is not in compliance with the reporting requirements, the waiver could be revoked.
- Loss of the waiver would limit the amount of sick leave that could be certified to pay post-retirement health insurance premiums

Recent Changes Regarding Unclassified Sick Leave Policy

In October 2005, the UW Board of Regents approved the following revision to Sick Leave Policy UPG 10, 10.04 C:

- ❑ Medical Certification is now required if you use sick leave for more than 5 consecutive days (not required if leave is taken under the State or federal Family Medical Leave Act)
- ❑ Personal information is not required
- ❑ Medical certification records are maintained in Human Resources

Your Impact

It is important to remember that you are a part of a larger community and your actions can impact not only you but also your colleagues and your institution.

Links to Other Resources

- Additional information can be found in the following documents or web sites:
 - UPG 10: www.uwsa.edu/hr/upgs/upg10.pdf
 - UWSA web site for unclassified sick leave:
www.uwsa.edu/hr/benefits/leave/sick.htm
(Be sure to review the section for unclassified employees.)
 - Leave reports are required by
www.legis.state.wi.us/statutes/Stat0040.pdf
 - UWSA Power Point presentation on Unclassified Employees benefit package:
www.uwsa.edu/hr/benefits/newemp/orientunclass.ppt



SICK LEAVE

A Valuable Benefit
For Faculty and
Academic Staff

Planning for Retirement?

- Health insurance premiums are often a major barrier to retirement.
- You and your spouse can stay in the state group health insurance plan for life – ***BUT***
 - You will be responsible for your full premium after you retire—there's no employer contribution
 - At 7% inflation, 20 years of single coverage for a Medicare-eligible individual would cost over \$160,000
 - Family coverage for two Medicare-eligible individuals for 20 years would cost over \$325,000
 - Insurance before you and your spouse reach age 65 and become eligible for Medicare costs even more.

State Group Health Insurance and Medicare in retirement

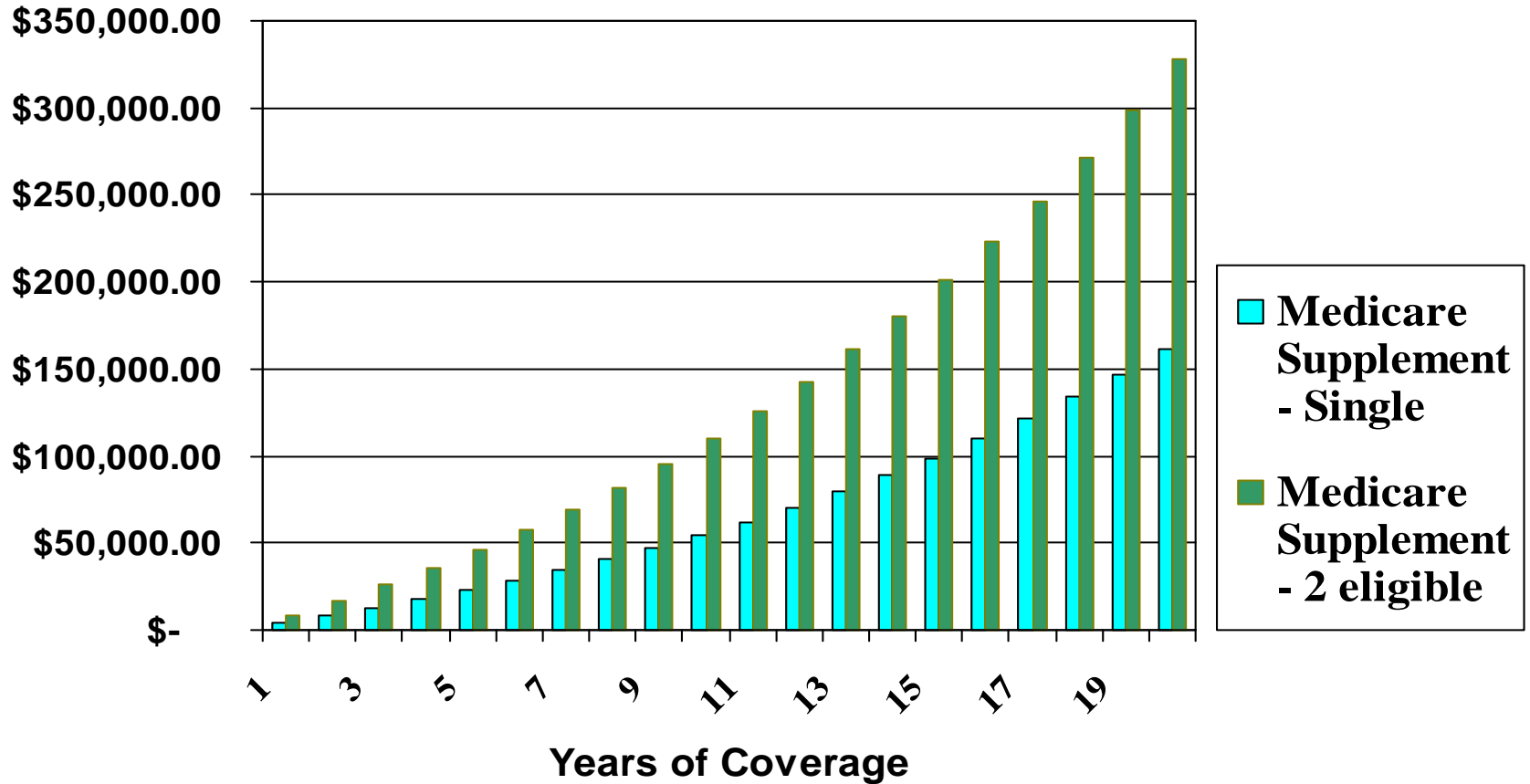
- When you are retired and turn 65, you become eligible for Medicare. If you have State Group Health Insurance, you must sign up for Medicare when you are eligible.
- Your health coverage remains the same as before Medicare coverage became effective. Your insurance is designed to supplement, not duplicate the benefits you receive under Medicare.
- Bills are processed first by Medicare, then by your plan. Because of this coordination with Medicare, your monthly premium for state health insurance is lower.
- In 2007, the Medicare Part B premium for most people is \$93.50/month, but the cost for your health insurance is reduced by more than this.
- For example, here are the 2007 premiums for GHC-Eau Claire:

Non-Medicare Rates		Medicare Rates		
Single	Family	Medicare Single	Family Medicare 2	Family Medicare 1
555.80	1385.80	397.40	792.30	950.70

What your premiums in the State Group Health Program might cost:

Coverage	2007 Average Annual Premium – Under 65	Cost for 5 years @ 7% inflation	2007 Average Annual Premium – over 65 w/ Medicare	Cost for 5 years @ 7% inflation	Cost for 20 years @ 7% inflation
Single	\$6,428 (approximately \$536 / month)	\$35,519	\$3,936	\$22,637	\$161,373
Family	\$15,762 (approximately \$1313 / month)	\$90,645	\$7,989 (2 Medicare eligible)	\$45,942	\$327,508

Cumulative Cost of Health Insurance Premiums @ 7% Inflation



Help with post-retirement health insurance premiums

- ★ The sick leave you build up over your working career will help pay your health insurance premiums after you retire.
- ★ Two Components:
 - Your hours of unused sick leave at retirement
 - Supplemental Sick Leave Credits linked to your years of continuous state service

Am I eligible for sick leave?

Most permanent employees who work at least 1/3 time earn sick leave.

How much sick leave do I earn?

- ★ Full-time faculty and academic staff earn 12 days (96 hours) of sick leave each year.
- ★ Part-time staff earn a pro-rated amount of sick leave based on percent of appointment or hours worked.

Do I lose sick leave not used in the year earned?

- No, your unused sick leave accumulates from year to year as long as you remain employed.

Can my sick leave be paid out at retirement?

- No, unused sick leave cannot be paid out at retirement. Instead, your sick leave is converted into “credits” to pay your health insurance premium after retirement.

What happens if I terminate employment before minimum retirement age of 55?

- Your unused sick leave balance is lost if you are laid off or terminate employment before retirement unless you have at least 20 years of WRS creditable service.
- However, it is restored if you return to a position that earns sick leave within three years.

For details see Unclassified Personnel Guideline #10, www.uwsa.edu/hr/upgs/upg10.pdf

How do I know my sick leave balance?

- Sick leave accrues automatically each month that you are actively employed.*
- You report use of sick leave and other paid leave, if any, on a monthly basis.
- Your leave balances are reported to you monthly.
- Check this report carefully to ensure accuracy.

*There is no accrual during the summer for academic year employees; however, academic year employees earn 6 days each semester.

How do I know my Supplemental Sick Leave Credits?

- ★ These credits are computed at retirement.
- ★ To qualify, you must have at least 15 years of adjusted continuous UW and other State service.
- ★ For each full year of service up to 24 years, you receive 52 hours of supplemental credits.
- ★ For each full year of service over 24, you receive 104 additional hours.
- ★ Total supplemental hours cannot exceed your accumulated sick leave balance.

What are my Years of Continuous Service?

“*Years of adjusted continuous service*” means your total years in the employment of the UW or the State, in positions that are eligible for sick leave.

Part-time work is not pro-rated for this purpose: 20 years of service in a 50 percent appointment equals 20 years of service for the sick leave credit program.

Your Benefits Office can provide your adjusted continuous years of service.

What will my sick leave be worth at retirement?

- First, determine your highest rate of pay in state employment (usually, your current rate) and express it in pay per hour:

Example: a nine-month academic year contract with a salary of \$54,000.

1. Divide your contract salary by 9*.

$$\$54,000 / 9 = \$6,000$$

2. Divide the result by 174.

$$\$6,000 / 174 = \$34.48/\text{hour}$$

*Twelve-month employees divide by 12.

Continued: What will my sick leave be worth at retirement?

- Next, determine your accumulated sick leave balance and your years of adjusted continuous service.

Example: 1900 hours of accumulated sick leave and 25 years of continuous service.

Supplemental sick leave = $(24 \times 52) + 104 = 1,352$ hours

$1,900 + 1,352 = 3,252$ hours

- Finally, multiply total hours times highest rate of pay:

$3,252 \text{ hours} \times \$34.48 / \text{hour} = \$112,128.96$

Supplemental Sick Leave Credit Maximums

15 Years = 780 Hours	21 Years = 1,092 Hours
16 Years = 832 Hours	22 Years = 1,144 Hours
17 Years = 884 Hours	23 Years = 1,196 Hours
18 Years = 936 Hours	24 Years = 1,248 Hours
19 Years = 988 Hours	25 Years = 1,352 Hours
20 Years = 1,040 Hours	

***For each full year up to 24, you receive 52 hours.
For each full year over 24, you receive 104 hours.***

What does this mean for me?

The ability to convert unused sick leave, and to receive supplemental sick leave credits, is a substantial, non-taxable addition to your retirement income.

The cost of your health insurance premiums will be deducted from your accumulated sick leave credits until the credits are used up.

Thereafter, it will be deducted from your Wisconsin Retirement System annuity or billed to you directly.

Eligibility Requirements

To be eligible for post-retirement sick leave credits you must participate in the State of Wisconsin Group Health insurance plan as a subscriber or dependent and:

- ★ Retire and receive a lump sum benefit or
- ★ Begin a WRS annuity immediately after termination or
- ★ Terminate employment with 20 years of WRS creditable State Service but defer application for the retirement benefit.

You can defer use of the sick leave credits indefinitely by applying to “escrow” the credits. You may escrow sick leave at any time if you have comparable health insurance coverage elsewhere, e.g., from another job or through your spouse. To “unescrow” sick leave, you must apply during the annual fall “Dual Choice” period unless your comparable coverage is involuntarily lost.

How long will my sick leave last?

- The answer depends on the type of coverage you have (single or family, Medicare-eligible or not), the plan you select, and inflation.
- Many people assume that they will never use all their sick leave credits. This is unlikely.
- Your insured dependents can continue to use your credits after your death.

How is the Sick Leave Conversion Program authorized?

- ★ The Accumulated Sick Leave Conversion Credits are authorized in state statute: § 40.05(4).
- ★ The Supplemental Sick Leave Conversion Credits are authorized in state pay plans and union contracts.

How is the Sick Leave Conversion Program paid for?

- ★ The benefit is *pre-funded*.
- ★ The rate of funding needed to meet predicted liabilities is calculated annually by the WRS actuary.
- ★ The UW pays a percent of payroll (1.2% in 2007) into the Employee Trust Funds.
- ★ Contributions are invested by the State Investment Board.
- ★ Your accumulated sick leave conversion account does not earn interest or dividends.

While I am working, when can sick leave be used?

- Sick leave can be used when you cannot be present during your official schedule due to medical appointments, your own illness or injury or that of a family member who requires your care, or the death of a family member.
- State law and UW policy allows employees to use sick leave for time off for a birth or adoption.

How should sick leave use be reported?

- You submit a monthly report of your sick leave (and use of vacation and floating holiday if applicable).
- Sick leave should be reported for any absence from your official schedule that was caused by medical necessity.
- If you earn vacation or holiday, you may substitute that time for sick leave.

What is my “official schedule”?

- The default schedule for all unclassified employees is Monday through Friday, 7:45 a.m. – 4:30 p.m.
- With the approval of your department chair or supervisor, you may file an alternate schedule.
- You may change your official schedule whenever necessary.
- Your official schedule should total 40 hours per week (pro-rated for part-time), and should include all classes, office hours, other regularly scheduled obligations, and time for research or other self-directed work required by your appointment.

How much sick leave must I report?

- Reporting is explained in Unclassified Personnel Guideline #10, www.uwsa.edu/hr/upgs/upg10.pdf
- Part-time appointees report actual hours missed.
- Full-time employees report sick leave in half- and full-days (4 and 8 hours).

During each work day, if you miss:	< 2 hrs	2-6 hrs	6-10 hrs
Report leave of:	0 hrs	4 hrs	8 hrs

Why should salaried professionals have to report time away from work?

- Normally, salaried professionals are exempt from overtime regulations and are not accountable for a 40-hour schedule.
- However, public employers may require reporting of leave usage to provide accountability to the public.
- In Wisconsin, unused sick leave has a high value after retirement. Employers contribute to fund the program. Good documentation of your eligibility for sick leave credits is part of the UW's responsibility to the public.

See your Benefits Office for more details

Planning for retirement is an important and complex process.

Consult your Benefits Office!

Your Benefits Office has the knowledge and tools to assist you in preparing for retirement.