

Unclassified Leave Statement

University of Wisconsin LEAVE STATEMENT

Name EMPLOYEE, LEAVE ¹	Title SR OUTREACH SPEC ²	Through Pay Period AUGUST 2007 ³
Department A191500 MSN/ENGR/CIVIL & ENV ENGR/CIV&EN ENG ⁴		Type ACADEMIC STAFF ⁵
Person ID 98765432 ⁶	Appt ID 88888888 ⁷	Payroll % 100.0 ⁸
		Pay Basis 12 MONTH ⁹

	PRIOR BALANCE	EARNED (AUG)	USED (AUG)	ADJUSTMENTS	ENDING BALANCE AS OF 08/25/07
VACATION	176.0				176.0
VACN CARRY	89.0		8.0		81.0
SICK LEAVE	3,252.0	8.0			3,260.0
ALRA	593.0				593.0

Your Unclassified Leave Statement is populated with the following information:

1. Employee's Name
2. Employee's Title
3. The month and year the leave statement is for
4. Employee's Department
5. Employee's Appointment Type (Academic Staff, Faculty, Limited)
6. Employee's Person ID
7. Employee's Appointment ID
8. Employee's Payroll Percentage for their appointment
9. Employee's pay basis for their appointment (9 Month or 12 month)

The second section will provide information on the different leave types available (Sick Leave, Vacation, Vacation Carryover, ALRA) for your appointment and your current balances for those types.

In the example above, you will see that this employee's prior sick leave balance was 3,252.0 (August 1, 2007).

This employee then earned 8.0 hours of sick leave in August, didn't use any sick leave in August and didn't have any sick leave adjustments in August.

So this employee's ending balance (as of 08/25/07) was 3,260.0.

Unclassified Leave Report

University of Wisconsin LEAVE REPORT

Name EMPLOYEE, LEAVE ¹		Title SR OUTREACH SPEC ²		Leave Report For SEPTEMBER 2007 ³		
Department A191500 MSN/ENGR/CIVIL & ENV ENGR/CIV&EN ENG ⁴				Type ACADEMIC STAFF ⁵		
Person ID 98765432 ⁶		Appt ID 88888888 ⁷		Payroll % 100.0 ⁸		
				Pay Basis 12 MONTH ⁹		
Instructions for Reporting Leave ¹⁰ 1. If no leave time used, enter 0 in the Total Hours Row. 2. See chart to the right for reporting requirements. ¹¹ 3. Sign, date, and return leave report to approving authority by 10/05/07 ¹¹				Percent	Time Used	Time Reported
				Part Time	Any amount	Actual hours
				Full Time	Less than 2 hrs	0 hours
				Full Time	2-6 hours	4 hours
				Full Time	> 6 hours	8 hours

The first section on your Unclassified Leave Report is populated for you with the following information:

1. Employee's Name
2. Employee's Title
3. The month and year the leave report is for
4. Employee's Department
5. Employee's Appointment Type (Academic Staff, Faculty, Limited)
6. Employee's Person ID
7. Employee's Appointment ID
8. Employee's Payroll Percentage for their appointment
9. Employee's pay basis for their appointment (9 Month or 12 month)
10. Instructions on how to fill out the leave report
11. Date when the leave report is due to the Payroll office
12. Reporting requirements
13. Check if you reported vacation, personal holiday, floating holiday, or ALRA for any time for which you could have used sick leave (below, page 3)
 The intent of this statement is to provide more tracking on leave that is used. **It does not impact your sick leave earned or used in any way.**

The second section of your Leave Report (page 3) is where you will report any leave that was taken for the month and year in box 3 above (i.e. September 2007).

DATE	VACATION	SICK LEAVE	PERS/FLOAT	ALRA		
*HOLIDAY						
SAT SEP 01, 2007						
SUN SEP 02, 2007						
*MON SEP 03, 2007						
TUE SEP 04, 2007						
WED SEP 05, 2007						
THU SEP 06, 2007						
FRI SEP 07, 2007						
SAT SEP 08, 2007						
SUN SEP 09, 2007						
MON SEP 10, 2007						
TUE SEP 11, 2007						
WED SEP 12, 2007						
THU SEP 13, 2007						
FRI SEP 14, 2007						
SAT SEP 15, 2007						
SUN SEP 16, 2007						
MON SEP 17, 2007						
TUE SEP 18, 2007						
WED SEP 19, 2007						
THU SEP 20, 2007						
FRI SEP 21, 2007						
SAT SEP 22, 2007						
SUN SEP 23, 2007						
MON SEP 24, 2007						
TUE SEP 25, 2007						
WED SEP 26, 2007						
THU SEP 27, 2007						
FRI SEP 28, 2007						
SAT SEP 29, 2007						
SUN SEP 30, 2007						
TOTAL HOURS						
13 _____ CHECK IF YOU REPORTED VACATION, PERSONAL HOLIDAY, FLOATING HOLIDAY, OR ALRA FOR ANY TIME FOR WHICH YOU COULD HAVE USED SICK LEAVE						
Employee Signature: I certify that my leave report is accurate. I understand that misrepresentation can lead to disciplinary action.					Date	
Supervisor /Approving Authority Signature: I confirm the accuracy of the leave report.					Date	

Please keep the following in mind when filling out your Leave Report:

- An asterisk (*) in front of a date means that it is a legal holiday observed by the University
- If you didn't take any leave for a particular type, make sure to put "0" in the total hours box for that leave type.
- Make sure to sign it, have your supervisor sign it and return the completed report to Payroll before the due date (#11 above)