



October 24, 2005

MEMORANDUM

TO: HR Representatives

FROM: Catharine DeRubeis

RE: Revisions to Sick Leave Policy, UPG Chapter 10

In an effort to address recent sick leave issues raised by the Legislature and media over the past few months, the following action was taken by the Board of Regents on October 7, 2005:

Effective immediately “UW institutions shall require written certification from a health care provider of the medical necessity for use of sick leave for absences of more than 5 consecutive full working days, except where the use of sick leave is authorized in advance, pursuant to the Wisconsin or Federal Family and Medical Leave Acts.”

This revision may be found in the attached UPG #10, Section 10.04 (c). You will also notice that the Regent resolution (attached) states that “Supervisors will be provided a copy of the revised UPG 10, along with instruction and training on the application of policy.” The training will come in the form of a PowerPoint presentation, currently being developed by UW-System, which will provide further information about the revised policy. Once we receive the document, I will modify it for UW-Madison and send it to the HR Representatives, who will then be responsible for providing this information to all supervisors of unclassified employees within their school/college.

We acknowledge that there may be questions concerning the new policy, and we ask that you be patient as we await the new training materials from UW-System. If you have any questions, please contact me via email at cderubeis@bascom.wisc.edu .