I. Pay Schedule

Unclassified Employees are paid once per month, on the first of the month, for the prior month’s hours worked. Example: September earnings are paid on October 1.

If the first of the month is a Saturday, Sunday, or a legal holiday, earnings are paid on the Friday before, except for January 1 and July 1. The January 1 pay date will always be paid on the first work day in January. The July 1 pay date will be the last working day of June.

II. Paid Leave

A. For Unclassified positions with 100% appointments, the following applies:

   **Sick Leave**
   176 hours “Initial Entitlement” for use during the first 18 months; then 96 hours earned each fiscal year. Sick leave accumulates year to year.

   **Personal Holiday**
   36 hours per fiscal year. Personal holiday hours must be used by the end of the fiscal year (June 30).

   **Vacation**
   176 hours per fiscal year. There are carryover provisions for vacation hours. Check with your department for details.

   **Legal Holidays**
   Nine paid legal holidays per calendar year: January 1 (New Year’s Day), third Monday in January (Martin Luther King, Jr. Birthday), last Monday in May (Memorial Day), July 4 (Independence Day), first Monday in September (Labor Day), fourth Thursday in November (Thanksgiving Day), December 24 (Christmas Eve), December 25 (Christmas Day), and December 31 (New Year’s Eve).

B. For Unclassified positions with appointments less than 100%, paid leave is prorated.

   For employees in 9-month positions, paid leave provisions do not apply.

III. Benefit Premiums are taken via Payroll Deduction

Insurance premiums and optional deductions are deducted once per month.

Most benefits premiums are paid in advance of coverage; when you start a new benefit plan there may be multiple deductions on one or more paychecks.

**Summer Deductions for Nine Month Appointees**

For individuals who have nine-month academic year appointments and are expected to return for the fall Semester, multiple insurance deductions are taken during the spring semester so that insurance coverage continues through the summer months. These deductions are referred to as “Summer Prepay” deductions and are taken on the March 30, June 1 and July 1 payroll checks:

- The State Group Life insurance and Income Continuation insurance programs have two Summer Prepay deductions taken on May 1. One Summer Prepay deduction is taken for each of these insurances on June 1.
- All other insurance programs have one Summer Prepay deduction on March 30, May 1, and June 1.

Please note that Summer Prepay deductions are taken along with your regular monthly insurance deductions. These deductions are not taken for Employee Reimbursement Accounts (ERA), Tax Sheltered
Annuity (TSA) 403(b) Accounts, and Wisconsin Deferred Compensation (WDC).

In early spring 2013, you will receive an email reminder of your upcoming Summer Prepay deductions if you are expected to return for the fall, 2013 semester.