

Frequently Asked Questions

Regent Resolutions/Sick Leave/Vacation Policy Changes

1. Question: Can full-time faculty, academic staff, and limited appointees continue to report actual hours used instead of half-day or full-day increments?

Answer: No. The Regent resolution mandates that all sick leave, vacation, and personal holiday time must be reported in half-day or full-day increments.
2. Question: How will part time faculty, academic staff, and limited appointees report leave?

Answer: Part time staff will report actual hours used.
3. Question: If a faculty, academic staff, or limited appointee has a two appointments, how is leave reported?

Answer: If an employee has two appointments, he/she receives separate leave statements for each appointment. Leave should be reported in actual hours used. This is true even if the sum total of the two appointments is 100%.
4. Question: If an employee has two appointments, what happens if all leave statements are turned in for one appointment, but not for the other? What if the employee terminates one appointment (and starts another) during the fiscal year and has missing leave statements from the old appointment?

Answer: The leave reduction will occur if any leave statement is missing. It does not matter if an appointment is inactive, if a leave statement from that appointment is missing, the employee's sick leave will be reduced.
5. Question: What happens if a leave statement is turned in late or if a supervisor is not able to sign the leave statement by the 5th of the month? As an example, if an employee is on vacation for the first two weeks of January and does not submit his/her leave statement until he/she returns in late January, will the employee be penalized and have sick leave reduced for the year?

Answer: No. The reduction of sick leave will occur once a year, on August 15th. An employee will have access to any missing leave reports throughout the fiscal year, and has a window of time to clear up any missing statements prior to the August reduction.
6. Question: Do you expect employees to file an alternative work schedule if it changes weekly? Schedules are constantly changing depending on demands.

Answer: It is important to note that the standard work week is for sick leave reporting purposes only. Please refer to the "[Rationale for Defining a 40-hour Work Schedule for Purposes of Leave Reporting](#)" to understand this requirement. We expect that most staff will use the standard work week for reporting purposes.

7. Question: If an employee does not have to report absences of less than 2 hours per day, is it possible that an employee could work just over 6 hours a day, everyday?
Answer: No. An employee is still responsible for requesting time off, and if a supervisor believes that an employee is abusing the leave policy, it can be treated as a performance issue. If an employee is missing an extensive amount of time, you should question whether the leave should be counted toward his/her Family/Medical Leave Act entitlement or if a disability accommodation needs to be considered.
8. Question: Suppose an employee has worked more than 40 hours in a week. One day the employee is sick, but still works 40 hours overall for the week. Does the employee have to report leave?
Answer: Yes, the employee has to report 8 hours of leave based on the standard work week identified for leave reporting purposes.
9. Question: If a full time employee misses 4 hours one day *due to illness*, can the time be made up on a different day?
Answer: No. The time missed must be reported as leave, based on the standard work week for sick leave reporting purposes.
- 10 Question: If a full time employee misses 4 hours one day for reasons *other than illness*, can the time be made up on a different day?
Answer: Yes. Since the reason for the absence is not sick leave related, the standard 40-hour week rule does not apply. It is up to the supervisor to determine whether the employee has met his/her responsibilities for the week.
11. Question: Now that colleague coverage for sick leave purposes has been eliminated, does an employee need to use sick leave to attend a conference?
Answer: No. When teaching responsibilities are missed due to University business, including conferences or research away from Madison, no leave time should be reported. Only teaching responsibilities not met by the instructor because of an absence due to illness must be reported as leave, even if a colleague covers the responsibilities.
12. Question: If an employee has already used 6 days of sick leave during the fiscal year, and has a missing leave statement, will he/she be penalized and have sick leave reduced?
Answer: Yes. The Regent policy states that any employee who fails to file a leave report in one or more months of the fiscal year shall not be permitted to accrue sick leave in an amount exceeding the 8.5 days (for A-basis) and 6.4 days (for C basis). One missing leave statement will result in the reduction of sick leave.

13. Question: Is sick leave reported during Winter and Spring semester breaks for 9-month employees? Is reporting required?
Answer: Yes. Nine month faculty, academic staff, and limited appointees are in pay status during winter and spring breaks and are required to fulfill university obligations, from the beginning of the contract period until the end. This includes the registration and advising period and the Winter and Spring break periods. If, nine month staff are unable to fulfill University requirements due to illness, sick leave must be charged.
14. Question: If an individual is on sabbatical, formal leave reporting requiring the employee's original signature may not be possible or practical. Are there alternate verification practices which may be used?
Answer: Yes. Where unusual circumstances exist, a faxed or e-mailed leave report is acceptable. In only the most extreme cases, and approved by the dean, an employee may designate the department chair to file leave reports in his/her place.
15. Question: May faculty, academic staff, and limited appointees work at home when unable to come to work for sick leave related reasons and thus not charge sick leave?
Answer: It depends. If the employee's responsibilities can be performed at home and he/she can do the work despite the medical reason for staying home, sick leave doesn't have to be charged because no work was missed. Where applicable, the employee needs supervisory approval to work at home and not charge sick leave. Of course, good judgment must be exercised. Not all positions have duties that can be carried out at home. Even with those positions that do have duties that can be done at home, there may be days when the work must be done at the university and therefore sick leave must be charged. Lastly, if a person is unable to come to work due to their own illness or because they need to care for others, a frank assessment of how much work they can accomplish at home must be done and leave reported accordingly.
16. Question: There are repeated references to an employee's "supervisor." Do faculty have "supervisors?"
Answer: For purposes of leave policies, the department chair is the closest we have to a faculty supervisor. Faculty should consult their chair for advice if they have any leave reporting questions.
17. Question: If an employee's standard work week is 4 10-hour days, how is sick leave to be charged?
Answer: Leave will be reported in half-day increments, so the following would apply:
If you miss: Less than 2.5 hours = 0 hours reported
2.5 -7.5 hours = 5 hours
More than 7.5 hours – 10 hours

18. Question: Do employees who are on intermittent leave under FMLA have to report leave in 4 or 8 hour increments?
Answer: No. FMLA allows employees using intermittent leave to report time in hour increments.