

February 20, 2008

TO: Faculty, Academic Staff, and Limited Appointees

FROM: Patrick V. Farrell, Provost
Darrell Bazzell, Vice Chancellor for Administration

RE: New Regent Policies That Affect Sick Leave, Vacation and “Colleague Coverage”

UW-Madison has implemented three Board of Regents resolutions on vacation, personal holiday, and sick leave reporting for faculty, academic staff and limited appointees. The policy changes, outlined below, are important, as they can affect your benefits.

1. Reduction of Sick Leave Accrual for Failing to Complete Leave Reports

Effective with the 2007-08 fiscal year (including Summer 2007 for C-basis) faculty, academic staff and limited appointees eligible to earn sick leave who fail to complete a leave report for one or more months of the fiscal year will have a reduction in their sick leave accrual. The reduction will occur annually on August 15th for the previous fiscal year as follows: full time annual employees will have their sick leave accrual reduced to 8.5 days and academic year employees will have their sick leave accrual reduced to 6.4 days (leave amounts are prorated for part-time employees).

If you currently have missing reports, you will be sent an e-mail in late March with a PDF attachment of your missing reports for the 2007-08 fiscal year. You will be advised to print them, complete them and return them to your departmental representative.

Starting in May, you will receive a revised leave statement that will state whether you have missing leave reports. If your statement indicates missing leave reports, you will be able to go to the UW portal, My UW-Madison (under the “work record” tab), to see, print, complete and return any missing leave statements for the current fiscal year. Additional information about the changes to the leave statement will be provided before the May implementation.

2. Sick Leave, Vacation, and Personal Holiday Leave Reporting

Effective with the March 1 leave statement (you do not need to change your reporting retroactively for the month of January), all leave (including vacation and personal holiday) must be charged in units of one-half days. The method for reporting leave is summarized in the table below:

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

Exceptions: Employees with part-time appointments will continue to report actual hours absent when reporting all types of leave. Intermittent leaves taken under FMLA or WFMLA also should be reported in hours.

3. Sick Leave Reporting and Teaching Responsibilities (formerly called “Colleague Coverage”)

Effective with the Spring 2008 semester, 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. However, leave time does **not** need to be reported when a colleague covers the responsibilities of a faculty or academic staff member who is unable to carry out those responsibilities because he or she is away from the University for business reasons (e.g., conference attendance, research).

Although not a new policy, the Regents have asked that we remind you that there is a requirement that sick leave used must be reported based on a five-day standard (40 hours) under state law ([Wis. Stats 40.05\(4\)\(bp\)](#)). For this purpose only, the university standard workweek is Monday through Friday from 7:45 a.m. to 4:30 p.m. If the employee has regular responsibilities scheduled outside the “standard workweek,” he/she can designate a different 40 hours of workweek for all scheduled classes, office hours, University meetings, etc., with the consent of the department. Alternative work schedules should be established in writing, with the acknowledgement of both the unclassified employee and the supervisor.

It is extremely important to note that the “standard workweek” exists *only* for the purpose of reporting sick leave. This is not a University standard for actual work hours since faculty, academic staff and limited appointees are salaried employees who are expected to work at least 40 hours per week (on a full-time basis) with schedules that may fluctuate. It is not the standard for reporting vacation, personal holidays and floating holidays. As a result, if an employee misses time during the week for reasons other than illness, injury, etc, it is up to the department to determine whether any leave needs to be reported.

We understand that some of you may regard these policy changes to be unnecessary bureaucracy. However, it is important that you comply because these changes are necessary to ensure that we maintain a very valuable benefit – the use of unused sick leave at retirement, layoff, or death to pay for health insurance. This benefit is under frequent scrutiny because of its value. Consequently, the Board of Regents is committed to doing what is necessary to protect the benefit. We want to assure you that we are proud of the hard work that our faculty, academic staff, and limited appointees provide, year after year, to support educational excellence in our state.

We have provided a FAQ as an attachment, and a link to the document entitled “[Rationale for Defining a 40-hour Work Schedule for Purposes of Leave Reporting](#)” that provides some background information. Please take the time to read this document, as it provides the history of why UW-Madison agreed to this practice and the benefits it provides. In addition, the UW-System chapters on unclassified sick leave and vacation have been revised and are available at <http://www.uwsa.edu/hr/upgs/upg10.pdf> and <http://www.uwsa.edu/hr/upgs/upg09.pdf> for your information.

If you have questions about the policy changes, we ask that you refer first to the FAQs provided, since this letter is going to more than 9,000 people. If you still have questions, please contact your department HR/Payroll Representative.

Thank you for your cooperation and help in this important matter.