

Classified Employee Annual Leave Conversion Options

Termination/Sabbatical Leave and Cash Payments

The Annual Leave Conversion is an opportunity to make a choice on use of unused annual leave (vacation). Based on eligibility, classified employees can bank annual leave in a sabbatical (a.k.a. termination) account, receive cash, or a combination of both.

Each year, after the October B Classified payroll calculation, an eligibility file is created and used to prepare the Annual Leave Conversion Option Form, used to notify employees who are eligible for conversion of their unused vacation hours. The Eligibility File will be provided to you by UWSC.

The Annual Leave Conversion Option Forms are partially completed at the UW Service Center. The forms are then forwarded to the respective payroll office for review, analysis, and final completion.

2009 Timeline

Oct 29	Eligibility file created after Oct B payroll calculation forms prepared by UWSC.
Nov 9	Forms distributed by UWSC to Payroll Offices.
Nov 9-Dec 22	Payroll offices complete and distribute forms to employees. Employee return forms to respective Payroll Office.
Dec 22	Entry of Sabbatical should be complete in order to appear on the Dec 30, 2009 earnings statement.
Dec 22	Entry of Cash Payment must be completed in order to be paid on Dec 30, 2009. (Paid on the last check of the calendar year.)
Dec 30	Cash payment paid. Hours banked into sabbatical appear on earnings statement.

Action Needed

1. Review the Eligibility File, the Sabbatical Transfer/Vacation Payment Eligibility Report and Instructions, below. The Eligibility File will be provided to you by UWSC.
2. Determine the options available to the employee. The options are listed on the Annual Leave Conversion Options Form, provided to you by UWSC.

The following documents will assist as you complete the Annual Leave Conversion Option Forms.

[Leave Allocation\(s\)--Classified](#)

[Sabbatical Leave Table --Classified](#)

[Leave Conversion Factors --Classified](#)

3. Complete Annual Leave Conversion Options form and distribute to employees. If needed, blank forms are available at: <http://www.bussyc.wisc.edu/ecbs/emp-leave-menu.html>.
4. Collective bargaining agreements negotiated with the Wisconsin State Employees Union (WSEU) and the Wisconsin Law Enforcement Association (WLEA) for 2007-09 contain new provisions for annual leave usage options with a corresponding minimum number of accrued sick leave hours. The bulletin explaining the changes is found at: http://oser.state.wi.us/bulletins/bulletin_get.asp?bid=462

Processing Instructions:

Entry must be done after the Dec A payroll calculation and before the December B payroll calculation. (Start December 11 and end December 22, 2009.) Processing of both cash payment and termination/sabbatical leave options must be made on the December B payroll, payable December 30, 2009.

To enter Sabbatical hours:

On PLAM or PMAS Biweekly Leave Entry, enter the leave activity code SA and the number of hours. For example: SA 80.

The vacation balance will be reduced by the number of hours entered as SA and the Sabbatical balance will be increased by the number of hours entered as SA.

To enter Fifth Week Cash Payment:

On PMAS, on the HR line, enter FW and the number of hours (up to 40 or prorated portion). For example: FW 40. FW hours will be paid and will also be automatically deducted from the vacation balance.

Proration

The value in the filed 'VAC Hrs Available for Conversion' on the Annual Leave Conversion Options Form was based on the employee having a full-time appointment. Therefore, you will need to review this field and make adjustments if necessary.

The number of hours available for use under the sabbatical option must be prorated, in whole hours, if the eligible employee meets one or more of the following criteria within the calendar year.

1. Returns from an unpaid leave of absence.
2. Works part-time. The number of hours to be prorated shall be prorated at the pertinent annual leave rate or rates for employees who work less than 2088 hours during the calendar year.
3. Reaches the 104, 160, 176, 184 or 200, or 216 hour annual leave rate during the year, depending on the bargaining unit.
4. Terminates employment.

To determine the amount of vacation hours available for use under termination/sabbatical options:

1. Determine the number of hours paid during the calendar year for the employee at each vacation rate based on his/her bargaining unit and seniority date.
2. For the hours at each vacation rate:
 - a. Divide the hours by 2088 and
 - b. Multiply the result by the maximum hours available for conversion.

The leave options should be rounded to whole hours, as it is in accordance with Chapter 704, Attachment 1, of the Wisconsin Human Resources Handbook.

Examples of Proration

1. A WPEC employee reaches 15 years of continuous service in 2009.
 - a. 712 hours worked at the 160 hour vacation rate (anniversary date through Dec 31).
 - b. $712 / 2088 \times 40.0 = 13.6 = 13.0$ Hours available for Termination/Sabbatical Leave.

2. A Non Rep, Non Exempt employee reaches 25 years of continuous service in 2009.
 - a. 712 hours worked at the 200 hour vacation rate (from Jan 1 up to anniversary date).
 $712 / 2088 \times 80.0 = 27.2 = 27.0$
 - b. 1376 hours worked at the 216 hour vacation rate (anniversary date through Dec 31)
 $1376 / 2088 \times 120.0 = 79.1 = \underline{79.0}$
= 106 hours available for SA sabbatical leave

OR a combination of sabbatical leave and up to 40.0 hours of FW cash payment.

Examples of Proration (continued)

3. A WPEC Exempt employee completes reaches 15 years of continuous service in 2009.

a. 1376 hours worked at the 176 hour vacation rate (from January 1 up to anniversary date).

$$1376 / 2088 \times 40.0 = 26.3 = 26.0$$

b. 712 hours worked at the 200 hour vacation rate (anniversary date through Dec 31)

$$712 / 2088 \times 80.0 = 27.2 = \underline{27.0}$$

= 53 hours available for SA sabbatical leave

OR a combination of sabbatical leave and up to 27.0 hours of FW cash payment.

4. Minimum Accrued Sick Leave Hours

Required number of sick leave hours must be accrued by the end of the October B pay period of the current calendar year. The required minimum number of hours of sick leave must be accumulated in order for any covered employee to be eligible.

There is no proration of minimum required accrued sick leave hours for part-time employees. Employees who have accumulated the required number of hours of sick leave for the applicable annual leave earning rate by the end of the "B" pay period in October and employees who qualify for their respective level in any subsequent October "B" pay period, will be permanently eligible for the benefit."

SABBATICAL TRANSFER/VACATION PAYMENT ELIGIBILITY REPORT

Report Title Sabbatical Transfer/Vacation Payment Eligibility Report
Program Number: JPYO584 Runs after the October B pay period only
RMS Form Number: Not applicable

PURPOSE: This report identifies classified permanent, project and classified career executive employees eligible to convert unused annual leave to either a sabbatical/termination account and/or to cash. It also identifies employees eligible to bank annual leave in sabbatical/termination based on sick leave accumulation.

The system codes an employee's leave record once the employee reaches a certain number of hours of sick leave as of the October B pay period. The code is an X, Y, or Z and is shown in the Contracted Sabbatical field on transaction PLAM.

All Bargaining Units:

Y= 520 hours of sick leave

Bargaining Units WSEU (02, 03, 05, 06) and WLEA (36):

Y=520 hours of sick leave, 104 or 144 Annual Leave Earning Rate

X= 728 hours of sick leave, 160 Annual Leave Earning Rate

Z=1040 hours of sick leave, 184 Annual Leave Earning Rate

PRODUCED: The report is produced after the October B classified payroll calculation.
DESCRIPTION The report contains the following data (see column headings)
SECTION/PEG The section and peg within which this person is paid.
NAME/PID Employee's Name and Person ID
BU BU: Bargaining Unit by which the employee is represented.
APPT TYPE CP or CJ
FLSA Blank (Non-Exempt), E (Exempt)
ADSV Employee's Continuous Service (Seniority) date
VNALLOC Amount of vacation allocated to the employee in the current calendar year.
VNBAL Employee's vacation balance as of the October B payroll.
SABB BAL Employee's sabbatical account balance.
SABB ADD Hours added to the employee's sabbatical account this year, if any. This is generally zero but could contain a number if the person transferred in sabbatical during the calendar year, or if the person had additional vacation allocation for 2005 that was added to the sabbatical balance as part of the contract settlement.
SABB MAX Number of hours that can be converted to sabbatical. SEE PRORATION

ELIGIBILITY Identifies employees who eligible for Sabbatical as follows:

ELIG 40 = Eligible for 40 hours Sabbatical Max
ELIG 60 = Eligible for 60 hours Sabbatical Max
ELIG 80 = Eligible for 80 hours Sabbatical Max
ELIG 120 = Eligible for 120 hours Sabbatical Max

ANNIV YES: The employee has reached an anniversary year and a different annual leave rate.
The number of sabbatical hours needs to be reviewed for proration.

FTE PT: Part Time based on the base hours.

COMMENTS SA: Eligible for sabbatical via seniority. Amount is prorated if necessary.
OTHER: Eligible for sabbatical via sick leave level(s). Amount is not prorated.
If the employee is eligible for both options OTHER will override SA.
FW: Eligible for Fifth Week Cash Payment Option up to 40 hours
INELIGIBLE employees are ineligible.
NOTE: Employee could have an FW status and also an OTHER status. The employee should be offered the option for FW.

ACTION REQUIRED

- Calculate number of hours employee is eligible to convert if reaching a new eligibility threshold during the current calendar year. See the Examples of Proration.
- Calculate number of hours eligible for conversion if the employee was part-time during the current calendar year.
- Determine the appropriate option for each employee and check the option applicable on the pre-printed Annual Leave Conversion Option form.
- Distribute the form to eligible employees.
- Collect forms for processing prior to the last payroll calculated for the calendar year.
- Process cash payment and sabbatical and contractual leave conversion options prior to the end of the calendar year. Sabbatical and cash payments are processed on the December B payroll, paid December 30, 2009. **Cash payments must be included in the last paycheck of the calendar year.**
- If no option is selected before the end of the calendar year, annual leave shall be treated as though the options were not available.
- Update PMAS and PLAM. Entry should be done by Dec B payroll calculation to appear on the Dec B earnings statement.
 - For those who elect the sabbatical or contractual annual leave conversion option, enter SA and the number of hours on PLAM. Vacation balance will be debited and sabbatical balance will be credited.
 - For those who elect the cash payment option, enter FW and the number of hours on PMAS. This will automatically reduce the vacation balance on PLAM.