

IMPORTANT!!

From UW –XXXXXXXX Office of Human Resources

Our records indicate that you have one or more unreturned leave reports for fiscal year 2008-09. Your sick leave balance will be reduced on August 15 if you have unreturned leave reports.

You can go to XXXXXX to identify your leave reports that are outstanding. Please print, complete and return the reports to your supervisor immediately.

UW-XXXXXXXX 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 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).

For the complete policy, go to; http://www.ohr.wisc.edu/HR_Memos/ucla_02_08.pdf.

For 12 month employees, the sick leave reduction will appear on the September 1 leave statement. For nine month employees, the reduction will appear on the October 1 leave statement.

If you are unable to submit your missing leave reports prior to August 15, please contact your HR/Payroll office as soon as possible.

Your sick leave is a valuable benefit. The following web site provides detailed information about the sick leave program and its benefits
<http://www.uwsa.edu/hr/benefits/leave/sick.htm>.

Please contact your HR/Payroll Office if you have questions.