

To: Employee Email
From: UW-
Subj: IMPORTANT! Missing Leave Reports

Attached are copies of your leave reports from July 2007 through Feb 2008, which according to our records, have not been returned. It is vital that you print, complete and return these reports to your department HR/Payroll Representative as soon as possible, but no later than July 1. Failure to do so will result in a reduction in your sick leave accrual for 2007-08. The reduction will be made in accordance with a recent Board of Regent Resolution that resulted in the following UW System policy:

- Unclassified Personnel Guideline 10.10 reporting and Recording Sick Leave, www.uwsa.edu/hr/upgs/upg10.pdf, refer to 10.10 (2):

10.10 (2) Reduction of Sick Leave Accrual for Unclassified Staff Failing to Report Leave Usage. Effective with sick leave accrued in fiscal year 2007-08, any employee who fails to file a report on leave usage as required by UW System policy in one or more months of any year shall not be permitted to accrue sick leave for that year in an amount exceeding the cap established by §40.05(4)(bp)1., Wis. Stats. (i.e., 8.5 days for an annual unclassified employee or 6.4 days for an academic year unclassified employee)

For information on the importance and value of your sick leave, refer to www.uwsa.edu/hr/benefits/leave/40hrweekrationale.pdf. If you have questions please see your department HR/Payroll representative.

These missing leave reports are being sent to you one time. This is an effort to clean up the missing leave reports before the implementation of the sick leave reduction on July 1. More information about changes to your leave report and statement will be sent in April.