

Recently, you received an email concerning new Board of Regent policies that affect Sick Leave, Vacation, and Colleague Coverage. This is a follow-up to that email, and explains changes to your monthly leave statement and report effective May 1, 2008.

The Leave Statement and Leave Report will be two separate forms and will be distributed as follows:

CAMPUS INSERT YOUR DISTRIBUTION METHOD HERE.

Samples are available at: [http://www.bussvc.wisc.edu/uwpc/ucla-12\\_mth\\_statement.pdf](http://www.bussvc.wisc.edu/uwpc/ucla-12_mth_statement.pdf) and [http://www.bussvc.wisc.edu/uwpc/ucla-12\\_mth\\_sep.pdf](http://www.bussvc.wisc.edu/uwpc/ucla-12_mth_sep.pdf).

For 12-month employees, the following message will appear on the leave report, above the signature line: “ \_\_\_ Check If You Reported Vacation, Personal/Floating Holiday, or ALRA for Any Time for Which You Could Have Used Sick Leave.” The intent of this statement is to provide more tracking on leave that is used. It does not impact your sick leave earned or used in any way.

If you have missing leave reports, several asterisks will appear in the balance field on your leave statement, and the following message will appear: “\*\*\*\*\* We are unable to update your balances because you have missing leave reports.”

Missing leave reports for the prior fiscal year must be returned by August 1. **IF LEAVE REPORTS ARE NOT RETURNED, YOUR SICK LEAVE WILL BE REDUCED ON AUGUST 15.** The reduction will appear on the September 1 leave statement for 12-month employees and on the October 1 leave statement for 9-month employees.

For 9-month employees, the fiscal year includes the summer prior to the academic year for purposes of sick leave reduction. For 12-month employees, the fiscal year is July 1 – June 30.

Information on the importance and value of your sick can be found at: [www.uwsa.edu/hr/benefits/leave/40hrweekrationale.pdf](http://www.uwsa.edu/hr/benefits/leave/40hrweekrationale.pdf). If you have questions please see your department HR/Payroll representative.