



Employee Choice

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Employee Choice \ Side-by-Side Comparison

UW-Madison Employees moving to Academic Staff from University Staff as of July 1, 2025.

Note: This comparison applies only to UW-Madison employees who are University Staff and FLSA exempt. These employees may have the option to move to Academic Staff, resulting in a change in employee class with no change in assigned title. The hours outlined in this document are based on full-time employment. If an employee is not full-time, hours will be prorated.

Continuous Service Date: University Staff continuous service will be transferred to Academic Staff position in accordance with the Continuous Service policy (UW System Administrative Policy 1219).

Transfer Period: There is no deadline for moving to Academic Staff.

Benefits

Paid Leave

	University Staff Exempt	Academic Staff
Earned Vacation (per year)* Employees moving to Academic Staff keep their earned vacation hours but may receive a leave payout in some cases. Balances will be reviewed on an individual basis.	Earned vacation based on fiscal year (July 1 – June 30)	
	First 5 Years – 120 hours	176 Hours
	5-10 Years – 160 hours	
	10-15 Years – 176 hours	
	15-20 Years – 200 hours	
	20+ Years – 216 hours	
Vacation Carryover* Employees moving to Academic Staff will keep their vacation carryover balance until the end of the following fiscal year. Any vacation remaining from the previous year past June 30 will be lost.	University Staff Exempt	Academic Staff
	If vacation is not used within the fiscal year it is earned, hours can be carried over but must be used by June 30 of the following year.	



Banking Vacation* Employees moving to Academic Staff who have vacation in their University Staff banked leave account but have 10 years or less of service (and thus are not eligible for banked leave as Academic Staff), will have their banked leave transfer to their new position, but will not be able to bank additional hours until the eligibility requirements are met as Academic Staff. The option to bank is offered July 1-Sept 30.	University Staff Exempt	Academic Staff
	Vacation Banking Eligibility	Vacation Banking Eligibility
	May bank up to 40 hrs if you have less than 5 years of service but have at least 520 hrs of sick leave.	
	First 5 Years – 0 hours	First 10 Years – 0 hours
	5-15 Years – 40 hours	10+-25 Years – 40 hours
	15-20 Years – 80 hours	25+ Years – 80 hours
	20+ Years – 120 hours	
Vacation Cash Out* The option to elect vacation cash out is offered July 1-Sept 30.	University Staff Exempt	Academic Staff
	May cash out up to 40 hours of unused vacation beginning with 15 th year of service.	No cash out provision.
Leave Reporting	University Staff Exempt	Academic Staff
	Enter absences as they occur (do not need to report time worked). If you work full time, you must report leave in half or whole day increments.	Enter absences as they occur (do not need to report time worked). If you work full time, you must report leave in half or whole day increments. No leave taken is reported monthly.
Compensatory Time	University Staff Exempt	Academic Staff
	Any comp time from a University Staff position will be paid out before reassignment. Formal comp time is not allowed in AS/LI appointments.	
Legal Holidays Observed	University Staff Exempt	Academic Staff
	No change.	
Personal Holidays * Employees moving to Academic Staff will keep unused Personal Holiday hours.	University Staff Exempt	Academic Staff
	Granted 36 Personal Holiday hours on July 1 of each year	



Sick Leave Sick Leave balance transfers to Academic Staff position.	University Staff Exempt	Academic Staff
	Earn 5 hours/pay period totaling 130 hours per year.	Immediately receive 176 hours of sick leave for the first 18 months of AS/LI position. After 18 months, earn a total of 96 hours of sick leave per year.

Flexible Spending & Health Savings

	University Staff Exempt	Academic Staff
FSA - Dependent Care	Deductions based on 24 pay periods.	
FSA - Health Care	Deductions based on 24 pay periods.	
Health Saving Account (HSA)	Deductions based on 24 pay periods.	

Insurance

	University Staff Exempt	Academic Staff
Supplemental Dental	Coverage will automatically continue. No change in deduction amount. No application needed.	
Supplemental Vision		
Individual & Family Life		
Accident Plan		
Income Continuation Insurance (ICI)	University Staff Exempt	Academic Staff
	<p>If currently enrolled - must fill out an ICI application within 30 days of change to continue ICI coverage and enroll in the Academic Staff, Faculty, and Limited Appointment ICI plan.</p> <p>If not currently enrolled - may have a new 30-day enrollment opportunity. Email benefits@ohr.wisc.edu for more information.</p>	



Retirement

Wisconsin Retirement System (WRS)

WRS Annual Income: Your three highest years of income received may be part of your WRS pension calculation.	University Staff Exempt	Academic Staff
	Service and earnings based on calendar year (Jan 1 – Dec 31)	Service and earnings based on fiscal year (July 1 – June 30)
WRS Creditable Service	University Staff Exempt	Academic Staff
	You must receive pay for 1904 hours during the calendar year to earn 1.0 years of WRS creditable service.	You must receive pay for 1320 hours during the fiscal year to earn 1.0 years of WRS creditable service.
WRS Contributions	University Staff Exempt	Academic Staff
	Will automatically continue – no change in percentage of contribution.	
Optional Saving Plans		
Supplemental Retirement Plan 403(b)	University Staff Exempt	Academic Staff
	Will automatically continue	
Wisconsin Deferred Compensation 457(b)		

Payroll

	University Staff Exempt	Academic Staff
Pay Periods	Paid bi-weekly, typically twice per month	



Other		
	University Staff Exempt	Academic Staff
Layoff/ Non-renewal	Layoffs are determined by the years of state service, operational area and title in which a layoff may occur. A 60-day notice of layoff is required.	Layoffs and non-renewals of Academic Staff employees occur due to loss of funding, budget, or program decision. Layoffs are conducted by operational area, primarily by years of Academic Staff service at UW–Madison. Employees receive between 1 and 24 months' notice, depending on layoff reason, appointment type and years of Academic Staff service.
Job Security	University Staff Exempt	Academic Staff
	Non-probationary University Staff members are in ongoing positions, subject to just cause and due process.	Academic Staff appointments are either fixed term renewable or fixed-term finite. For appointments to Academic Staff via "Choice", employees will be placed in a fixed term renewable appointment. When in a renewable position, the position renews every year on July 1. These appointments are subject to just cause and due process. Academic Staff may be given additional job security in the form of a rolling-horizon. A rolling-horizon appointment extends daily for the term specified.



Appeal Process	University Staff Exempt	Academic Staff
	<p>University Staff employees have the ability to file grievances with the assistance of a representative of their choice. The final step of the appeal process is either the Wisconsin Employment Relations Commission (WERC) or an impartial hearing panel/campus hearing officer which issues a recommendation to the Chancellor. In cases of dismissal, the Chancellor's decision may be reviewed by the Board of Regents. The WERC is only an option for employees hired before July 1, 2015.</p>	<p>Academic Staff employees have the ability to file grievances with the assistance of a representative of their choice.</p> <p>The final step of the appeal process is before the Academic Staff Appeal Committee (ASAC) which conducts a review or hearing. The appeals committee issues a recommendation to the Provost.</p>

