

Daim Ntawv Pub Cov *University Staff* Thov Caij So (Vacation)

Thov teev daim ntawv hauv no thov cov caij so tib zaug ua ntej muab rau koj rau Xyoo 2026. Hnub kawg xa daim ntawv no yog Tsib Hlis tim 30, 2025.

Tej zaum cov *University Staff* yuav thov tau kom muab ib zaug ua ntej siv cov caij so rau kev muaj mob, tsev neeg, thiab tus kheej mus so. Yog muab kev pom zoo rau, cov kev thov caij so ua ntej no yuav txo cov caij yuav muab rau koj rau Xyoo 2026 thaum lub Xya Hli xiab 1, 2025. Kev pom zoo yuav pub koj siv tau ib nrab ntawm cov xuabmoos caij so muab rau koj rau Xyoo 2026 rau lub Caij Paus rau qhov Tshiab. Rau siv cov xuabmoos so no ua ntej, koj yuav tsum ua raws li cov kev thov caij so ntawm koj pawg.

Rau kev qhia ntxiv mus saib hauv [University Staff Leave Schedule Change Website](#) thiab saib tus cai [Vacation Policy](#).

Yuav xa daim ntawv li cas:

Hnub kawg xa *University Staff* daim ntawv pub thov caij so ua ntej yog Tsib Hlis tim 30, 2025.

- Caij So Rau Tus Kheej – Yog qhov koj thov yog rau tus kheej, xa daim ntawv no rau koj ceg ua haujlwm lub *Human Resources office*.
- Rau Muaj Mob los tsev neeg – Yog qhov koj thov yog rau muaj mob los rau tsev neeg, xa daim ntawv no rau koj tus *Divisional Disability Representative (DDR)*. Rau nrhiav koj tus DDR saib hauv <https://employee disabilities.wisc.edu/divisional-disability-representatives-ddr/>.

Koj yuav tau txais kev qhia txog tso cai rau los tsis tso cai rau qhov thov. Thaum txiav txim rau lawm:

- Tej zaum nws yuav siv txog li ob as thiv rau qhov koj thov caij so ua ntej thiaj yuav tshwm rau hauv koj qhov *MyUW portal*.

Kev Qhia Teev Daim Ntawv Pub Thov Caij So Ua Ntej rau Cov *University Staff*

Koog 1: Tus neeg ua haujlwm pub thov caij so teev.

- A. Kev qhia txog tus neeg ua haujlwm:** Teev txhua qhov kom yuav tsum teev.
- B. Qhov Teeb Meem Thov:** Qhia seb qhov koj thov yog vim so rau muaj mob, rau tsev neeg, los rau tus kheej.
 - a. Piv txwv Thov So Rau Muaj Mob: Caij so xav tau rau tus neeg ua haujlwm kev muaj mob, xws li tau me nyuam tshiab so kom taus
 - b. Piv Txwv So Rau Tsev Neeg: Caij so xav tau tu ib tug hauv tsev neeg muaj mob, so tu tom qab tau me nyuam tshiab, los yuav ib tug me nyuam los tu
 - c. Piv Txwv So Rau Tus Kheej: Caij thov so mus ua si los caij ntxiv so tsis tuaj ua haujlwm tsis yog rau muaj mob los rau tsev neeg
- C. Kos Npe:** Kos npe rau daim ntawv no, koj lees tias koj to taub tias caij thov so ua ntej yuav txo cov caij so yuav muab rau Xyoo 2026 thaum lub Xya Hli xiab 1, 2025.
- D. Xa:** Koj xa daim ntawv teev tiav rau koj ceg ua haujlwm lub *Human Resources office* yog koj thov caij so rau tus kheej los rau koj tus DDR yog koj thov so rau kev muaj mob los rau tsev neeg.

Daim Ntawv Pub Thov Caij So Ua Ntej Rau Cov *University Staff*

Teev thov tib zaug muaj pub siv cov caij so yuav muab rau ua ntej.

KOOG IB 1 (Tus Neeg Ua Num <i>University Staff</i> Teev)	
A. Kev Qhia Txog Tus Neeg Ua Num <i>University Staff</i>	
Tus Neeg Ua Num Npe:	Hnub No:
Ceg Npe Ua Haujlwm:	Txoj Npe Haujlwm:
<i>Email Address</i> :	Lej Xovtooj:
B. Qhov Kev Thov Rau (Yuav tsum khij ib qhov cov hauv qab no):	
Thov khij qhov koj thov rau: <input type="checkbox"/> So Rau Muaj Mob (<i>Medical</i>) <input type="checkbox"/> So Rau Tsev Neeg (<i>Family Leave</i>) <input type="checkbox"/> So Rau Tus Kheej (<i>Personal Leave</i>)	
C. Tus Neeg Ua Num Kev Lees	
Kos npe rau <i>University Staff</i> Daim Ntawv Pub Thov Caij So Ua Ntej no, koj (tus neeg ua num <i>University Staff</i>) tau twm thiab to taub cov nram no: 1. Kuv lees tias tau txais cov caij so no ua ntej yuav txo cov caij so yuav muab rau kuv thaum lub Xya Hli xiab 1, 2025 npaum li cov muab ua ntej lawm. 2. Kuv lees tias cov xuab moos tshuav muab ua ntej thaum lub Caij Pauv (Ib Hlis xiab 1, 2025- Rau Hli tim 30, 2025) siv tsis tas yuav yog cov xuab moos tshuav rau thaum lub Xya Hli xiab 1, 2025 thiab lub caij yuav tsum siv kom tas tsis pub dhau yog Rau Hli tim 30, 2026. 3. Kuv lees tias yog muab cov caij so no ua ntej rau kuv, kuv siv tau cov caij so no thaum lub Caij Pauv yog muab lawm, thiab mam li maj mam tau cov caij muab ua ntej rau thaum kuv tseem ua haujlwm rau Xyoo 2026. 4. Kuv lees tias yog kuv tawm haujlwm hauv University, thiab kuv siv tas cov caij so kuv tsis tau tau, kuv yuav tau them rov qab rau tsev kawm ntawv cov caij kuv siv tshaj lawm.	
Tus Neeg Ua Num <i>University Staff</i> Kos Npe:	Hnub:
D. Muab rau/Tsis Muab Rau los ntawm ceg HR los tus DDR	
Koj qhov thov caij so tib zaug ua ntej ntawm koj cov caij so rau Xyoo 2026 tau: <input type="checkbox"/> Muab rau <input type="checkbox"/> Tsis muab thiab qhov vim li cas tsis muab	
Ceg HR los DDR Npe Kos:	Hnub Xyuas: