



Craft Workers and Trades Employees Summary University Staff Leave Schedule Change Calendar Year to Fiscal Year

Period	Vacation Election	Vacation	Vacation Carryover	Legal Holidays
Calendar Year 2024 (January 1, 2024 – December 31, 2024)	The Vacation Option Election must be made no later than December 31, 2023.	Full vacation hours allocated (prorated if part-time).	Unused vacation hours earned in calendar year 2023 must be used by December 31, 2024. Unused vacation hours earned in calendar year 2024 must be used by June 30, 2026.	All legal holidays during calendar year 2024 allocated. Must be used by December 31, 2024.
Transition Period (January 1, 2025 – June 30, 2025)	The Vacation Option Election must be made no later than December 31, 2024.	Half of vacation hours allocated (prorated if part-time).	Unused vacation hours earned in the transition period must be used by June 30, 2026.	New Year’s Day, Martin Luther King Jr. Day, and Memorial Day allocated. Must be used by June 30, 2025.
Fiscal Year 2026 (July 1, 2025 – June 30, 2026)	The Vacation Option Election must be made no later than December 31, 2024. Employees will be required to maintain the vacation election they made for the Transition Period.	Full vacation hours allocated (prorated if part-time).	Unused vacation hours earned in fiscal year 2026 must be used by June 30, 2027.	All legal holidays during fiscal year 2026 allocated. Must be used by June 30, 2026.
Fiscal Year 2027 (July 1, 2026 – June 30, 2027)	The Vacation Option Election must be made no later than June 30, 2026.	Full vacation hours allocated (prorated if part-time).	Unused vacation hours earned in fiscal year 2027 must be used by June 30, 2028.	All legal holidays during fiscal year 2027 allocated. Must be used by June 30, 2027.

The changes employees will see with their leave balances will happen automatically. This chart provides a summary of these changes. The university will release an exception process for select circumstances. Please contact your local HR professional for more information (hr.wisc.edu/contact/).