

# University Staff Vacation Exception Request Form

**Please complete the form below to request a one-time advance of your Fiscal Year 2026 vacation allocation. The last day to submit this form is May 30, 2025.**

University Staff may request a one-time vacation advance to address medical, family, and personal leaves of absence. If approved, this vacation advance will reduce the Fiscal Year 2026 vacation allocation you receive on July 1, 2025. Approval grants access to half of your Fiscal Year 2026 vacation allocation during the Transition Period. To use vacation advance hours, you must follow your unit's regular procedures for requesting time off.

For additional information visit the [University Staff Leave Schedule Change Website](#) and review the [Vacation Policy](#).

## How to submit the form:

The last day to submit the University Staff Vacation Exception Request form is May 30, 2025.

- Personal leave – If the reason for your request is personal, submit this form to your Unit Human Resources office.
- Medical or family leave – If the reason for your request is for medical or family leave, submit this form to your Divisional Disability Representative (DDR). To find your DDR visit <https://employee disabilities.wisc.edu/divisional-disability-representatives-ddr/>.

You will receive notification of approval or denial of your request. Once approved:

- It may take up to 1 pay-period for the vacation advance balance to appear in your absence balances in your MyUW portal.

## University Staff Vacation Exception Request form instructions

### Section 1: Completed by the employee requesting a vacation exception.

- Employee Information:** Completion of all fields is required.
- Reason for Request:** Indicate whether your request is due to medical leave, family leave, or personal leave reason.
  - Medical Leave Reason example: Leave needed for employee's health condition, including recovering from childbirth
  - Family Leave Reason example: Leave needed to care for an employee's family member with a health condition, leave following birth, or adoption of a child
  - Personal Leave Reason example: Leave needed for a vacation or extended time away from work for reasons other than medical or family
- Signature:** By signing this form, you acknowledge that you understand this vacation advance will reduce the Fiscal Year 2026 vacation allocation you receive on July 1, 2025.
- Submit:** You may submit the completed form to your Unit Human Resources office when the reason for your request is for personal leave or to your DDR when the reason for your request is for medical or family leave.

## University Staff Vacation Exception Request Form

Complete to request a one-time advance on your vacation allocation.

SECTION 1 (Completed by the University Staff Employee)	
A. University Staff Employee Information	
Employee's Name:	Today's Date:
Division/Department:	Job Title:
Email Address:	Phone Number:
B. Reason for Request (Must check one of the following boxes):	
Please check your reason: <input type="checkbox"/> Medical Leave <input type="checkbox"/> Family Leave <input type="checkbox"/> Personal Leave	
C. Employee Acknowledgement	
By signing this University Staff Vacation Exception Request form, you (University Staff employee) have read and understand the following: <ol style="list-style-type: none"> <li>1. I acknowledge that receiving this vacation advance will reduce the vacation allocation I receive on July 1, 2025 by the amount of the advance.</li> <li>2. <b>I acknowledge that any unused vacation advance received during the Transition Period (January 1, 2025-June 30, 2025) will become vacation carryover on July 1, 2025 and the deadline to use any vacation carryover is June 30, 2026.</b></li> <li>3. I acknowledge that if I am approved to receive the vacation advance, I may use the vacation during the Transition Period upon approval, and I will earn the vacation advance while in pay status during Fiscal Year 2026.</li> <li>4. I acknowledge that if I terminate employment with the University, and I have used vacation that was not yet earned, I must repay the institution for the value of the overused leave.</li> </ol>	
University Staff Employee's Signature:	Date:
D. Approval/Denial from Unit HR or DDR	
Your request for a one-time advance of your Fiscal Year 2026 vacation allocation has been: <input type="checkbox"/> Approved <input type="checkbox"/> Denied and Reason for Denial	
Unit HR or DDR Signature:	Date Reviewed: