

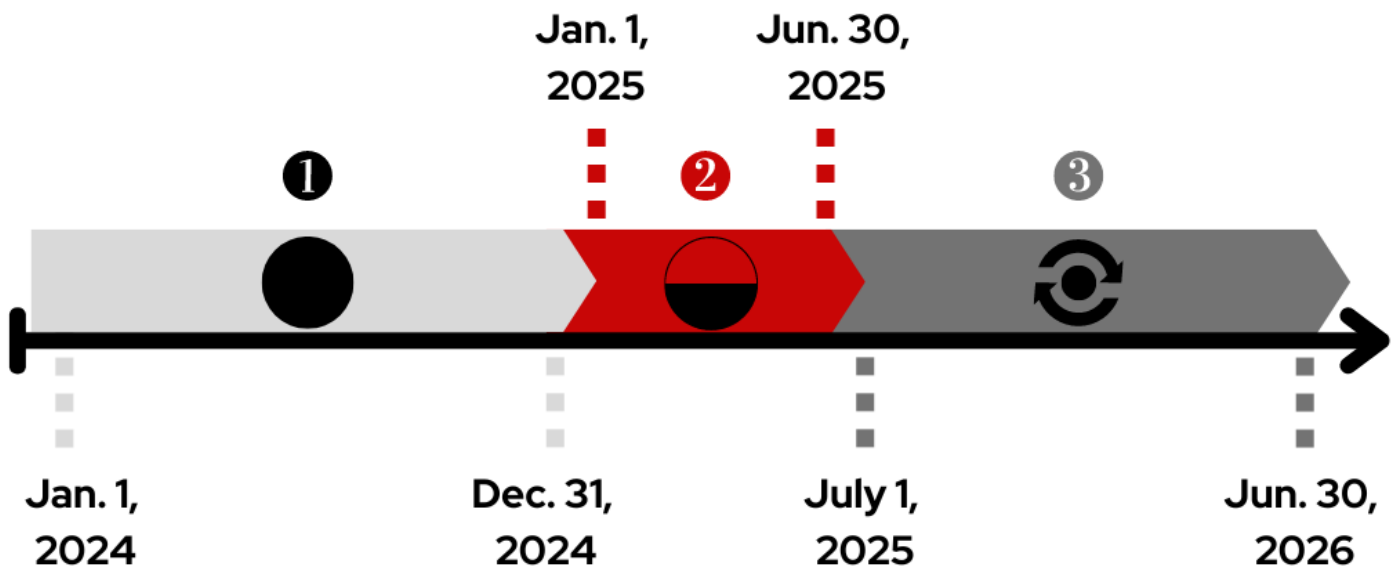


Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

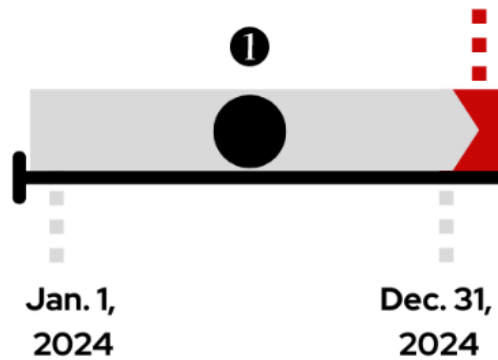
University Staff Leave Schedule Change

Beginning January 1, 2025, all University Staff at UW–Madison will begin the transition to receive vacation and personal holiday hours on a new schedule. The new leave schedule aligns with the university’s fiscal year which starts on July 1 and ends on June 30. This effort aligns faculty and staff leave schedules.

The changes employees will see with their leave balances will happen automatically. However, it is important that employees understand the change and how it will impact their leave.



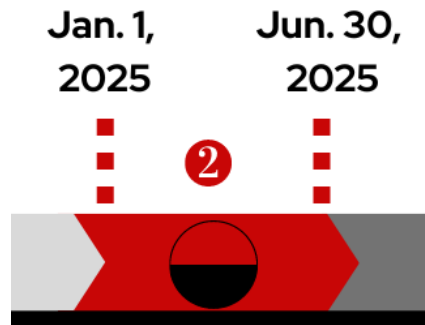
Current Schedule: Prepare Now – December 31, 2024



To do:

- Review the [University Staff Leave Schedule Change website](#).
- Check leave balances.
 - Leave balances and absence balances can be found under the “Time and Absence” tile in [MyUW](#).
- Review [Vacation](#), [Personal and Legal Holiday](#), [Sick Leave](#), [Overtime](#), and [Crafts Workers/Trades](#) policies.
- For additional questions about leave, contact your [local HR Professional](#).

Transition Period: January 1, 2025 – June 30, 2025



University Staff will receive:

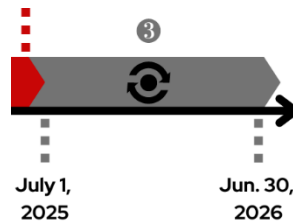
- Half of their vacation allocation.
- Half of their personal holiday leave (18 hours, prorated if part-time). This leave must be used by June 30, 2025.
- Three legal holidays which fall during the transition period, including New Year's Day, Martin Luther King Day, and Memorial Day. Eligible employees will be granted these holidays. These legal holiday hours must be used by June 30, 2025.
 - Employees who are required to work on a legal holiday, or if the legal holiday is on an employee's regularly scheduled day off, will be granted a floating legal holiday, which must be used by June 30, 2025.

To do:

- Check leave balances.
- Make a plan to use leave balances prior to expiration date.

July 2025 and Beyond: University Staff New Leave Schedule

Starting in 2025, each year on July 1 University Staff will receive their full annual vacation allocation, personal holiday hours, and full allocation of legal holidays from July 1 to June 30.



University Staff will receive:

- Their full allocation of vacation hours for the fiscal year (prorated for part-time).
- Full allocation of personal holiday hours (36 hours prorated for part-time).
Personal holiday hours.
- Full allocation of Legal holidays from July 1 to June 30.

Employees will be able to check their leave balances once Workday is available in mid-July.

To do:

- Starting on July 1, 2025, eligible employees may bank unused vacation.
 - Eligible unused vacation as of June 30 may be banked between July 1 and September 30.
- Check leave balances in Workday once it is available in mid-July.
- Make a plan to use leave balances prior to the expiration date.

No Change and No Action Required:

- Wisconsin Retirement System (WRS) contributions.
- Sick leave accrual rates.
- Vacation hours earned based on years of service.
- Fair Labor Standards Act (FLSA) exemption status.
- Leave banking eligibility.
- How leave is earned (accrual rates).
- Employee pay.
- University Staff employee category.