



Office of Human Resources
UNIVERSITY OF WISCONSIN-MADISON

Caij Muab Xuab Moos So rau Cov University Staff Pauv Raws Xyoo (Calendar) mus rau Caij Xyoo Npaj Nyiaj Siv (Fiscal)

Caij	Xuab Moos So Mus Ua Si (Vacation)	Cov Xuab Moos Tshuav	Caij So Tshem Cia los Kom Them Nyiaj	Xuabmoos So Rau Tus Kheej (Personal Holiday)	Cov Hnub So Caiv
Caij Raws Xyoo 2024 (Ib Hlis 1, 2024 – Kaum Ob Hlis tim 31, 2024)	Muab tag nrho cov xuab moos tau (txo raws xuab moos yog ua tsis puv hnub).	Cov xuab moos tshuav rau xyoo 2023 yuav tsum siv kom tas ua ntej lub Kaum Ob Hlis 31, 2024. Cov xuab moos tau rau xyoo 2024 yuav tsum siv ua ntej Rau Hli 30, 2026.	Yog ua tau, cov xuab moos so tshem cia los kom them yog Kaum Ob Hlis 1, 2024 – Kaum Ob Hlis 31, 2024.	Muab tag nrho cov xuab moos tau (36 xuab moos, txo yog ua tsis puv hnub). Yuav tsum siv ua ntej Kaum Ob Hlis 31, 2024.	Muab tag nrho cov hnub so caiv tau rau xyoo 2024. Yuav tsum siv ua ntej Kaum Ob Hlis 31, 2024.
Lub Caij Pauv (Ib Hlis 1, 2025 – Rau Hli tim 30, 2025)	Muab ib nrab cov xuab moos so mus ua si tau (txo yog ua tsis puv hnub).	Cov xuab moos tau lub caij pauv yuav tsum siv ua ntej lub Rau Hli 30, 2026.	Yog ua tau, cov caij so tsis siv tshem cia los kom them yog Xya Hli 1, 2025 – Cuaj Hli 30, 2025.	Muab ib nrab cov caij so caiv tau (18 xuab moos, txo yog ua tsis puv hnub). Yuav tsum siv ua ntej Rau Hli 30, 2025.	Tau <i>New Year’s Day</i> , <i>Martin Luther King Day</i> , thiab <i>Memorial Day</i> . Yuav tsum siv ua ntej Rau Hli 30, 2025.
Caij Raws Xyoo Npaj Nyiaj siv 2026 (Xya Hli 1, 2025 – Rau Hli 30, 2026)	Muab tag nrho cov xuab moos tau (txo yog ua tsis puv hnub).	Cov caij so mus ua si tau rau xyoo npaj nyiaj siv 2026 yuav tsum siv ua ntej Rau Hli 30, 2027.	Yog ua tau, cov caij so tshem cia los kom them nyiaj yog thaum lub Xya Hli 1, 2026 – Cuaj Hlis 30, 2026.	Muab tag nrho cov xuab moos so caiv (36 xuab moos, txo yog ua tsis puv hnub). Yuav tsum siv ua ntej Rau Hli 30, 2026.	Muab tag nrho cov hnub cai raws xyoo npaj nyiaj siv 2026. Yuav tsum siv ua ntej Rau Hli 30, 2026.

Cov neeg ua haujlwm yuav cia li pom cov pauv no nyob hauv lawv cov caij so. Daim saum no lwg qhia cov pauv. Lub tsev kawm ntawv yuav tshaj tawm tej qhov pub ua raws tej qhov muaj tshwm sim rau tus neeg ua num. Thov mus cuag cov neeg ua num hauv koj lub HR rau kev qhia ntxiv (hr.wisc.edu/contact/).



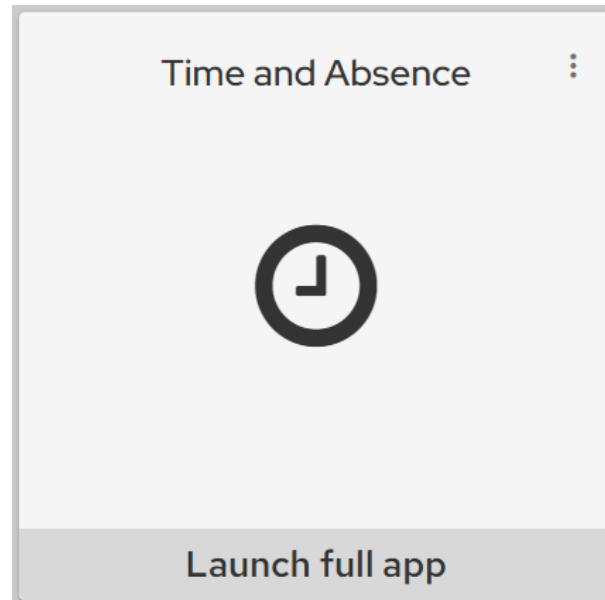
Yuav Xyuas Cov Caij So Tshuav Li Cas

—
Pauv Caij Muab *University Staff* Cov Caij So



Yuav xyuas cov caij so tshuav li cas


- Rau xyuas koj cov caij so, mus rau hauv my.wisc.edu
- Nrhiav daim "*Time and Absence*" thiab nyem qhib qhov *app*.





Yuav xyuas cov caij so tshuav li cas

- Yog sab no tshwm los kom koj yuav tsum xaiv ib qho, nyem lub hau xub thiab xaiv lub tsev kawm ntawv koj ua haujlwm rau. Nyem qhov "Go".

 UNIVERSITIES OF WISCONSIN

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UW-Madison

Remember my selection for this session (?)



Yuav xyuas cov caij so tshuav li cas

- Xaiv qhov "*Leave Balances*" nyob saum toj

Timesheet

Students should not work more than 25 hrs/week (40 hrs/week during breaks/summer term) to comply with [policy](#).

Absence **Leave Balances** Time Entry Leave Reports



Yuav xyuas cov caij so tshuav li cas

- Xyuas cov caij so tshuav raws daim nyiaj them zaum tas no

Timesheet

Students should not work more than 25 hrs/week (40 hrs/week during breaks/summer term) to comply with [policy](#).

[Absence](#) **[Leave Balances](#)** [Time Entry](#) [Leave Reports](#)

These leave balances are as of your most recent Earnings Statement in [Payroll Information](#).

Entitlement	Balance
Banked Leave	0.00
Legal Holiday Balance YTD	32.00
Personal Holiday Balance	0.00
Sick Leave Balance (class)	458.50
Vacation Allocation Balance	90.50
Vacation Available	90.50
Vacation Carryover Balance	0.00



Yuav xyuas cov caij so tshuav li cas

- Kev Tau: Hom Caij So
 - Caij So Mus Ua Si Tshem Cia (*Banked Leave*): Tsuas muaj rau cov neeg ua num tau nkaus xwb – cov xuab moos tshem cia tshuav
 - Cov Hnub So Caiv Tshuav Xyoo No (*Legal Holiday*): Cov xuab moos cov hnub so caiv tshuav rau xyoo no
 - Caij So Caiv Rau Tus Kheej Tshuav (*Personal Holiday*): Cov xuab moos rau tus kheej siv so tshuav
 - Caij So Rau Kev Muaj Mob (*Sick Leave*) (raws pawg neeg ua num): Cov xuab moos so rau kev muaj mob tshuav
 - Caij So Mus Ua Si Yuav Tau Tshuav (*Vacation Allocation*): Cov xuab moos so mus ua si tshuav yuav tau rau xyoo no
 - Caij So Mus Ua Si Tshuav (*Vacation Available*): Cov xuab moos so mus ua si tshuav xam cov nqa xyoo tas no los tib si (yog tshuav)
 - Caij So Mus Ua Si Nqa Xyoo Tas Los Tshuav (*Vacation Carryover*): Caij So Mus Ua Si Nqa Xyoo Tas Los tshuav
- Tshuav (*Balance*): Cov xuab moos caij so tshuav



Yuav xyuas cov caij so tshuav li cas

- Caij so yog rau tus kheej ntawm txhua tus neeg ua haujlwm. Hu rau cov neeg ua num hauv koj lub HR yog koj muaj lus nug txog koj cov caij so: [Hr.wisc.edu/contact/](https://hr.wisc.edu/contact/)
- Rau kev pab txhais lus hu 608-263-2217