



## University Staff Leave Schedule Change Calendar Year to Fiscal Year

Period	Vacation	Vacation Carryover	Vacation Banking or Cash Payout	Personal Holiday	Legal Holidays
<b>Calendar Year 2024 (January 1, 2024 – December 31, 2024)</b>	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.	If eligible, vacation banking or cash payout is December 1, 2024 – December 31, 2024.	Full personal holiday hours allocated (36 hours, prorated if part-time). Must be used by December 31, 2024.	All legal holidays during calendar year 2024 allocated. Must be used by December 31, 2024.
<b>Transition Period (January 1, 2025 – June 30, 2025)</b>	Half of vacation hours allocated (prorated if part-time).	Unused vacation hours earned in the transition period must be used by June 30, 2026.	If eligible, vacation banking or cash payout is July 1, 2025 – September 30, 2025.	Half of personal holiday hours allocated (18 hours, prorated if part-time). Must be used by June 30, 2025.	New Year’s Day, Martin Luther King Day, and Memorial Day allocated. Must be used by June 30, 2025.
<b>Fiscal Year 2026 (July 1, 2025 – June 30, 2026)</b>	Full vacation hours allocated (prorated if part-time).	Unused vacation hours earned in fiscal year 2026 must be used by June 30, 2027.	If eligible, vacation banking or cash payout is July 1, 2026 – September 30, 2026.	Full personal holiday hours allocated (36 hours, prorated if part-time). Must be used by June 30, 2026.	All legal holidays during fiscal year 2026 allocated. Must be used by June 30, 2026.

*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/](http://hr.wisc.edu/contact/)).*



# How to Check Leave Balances



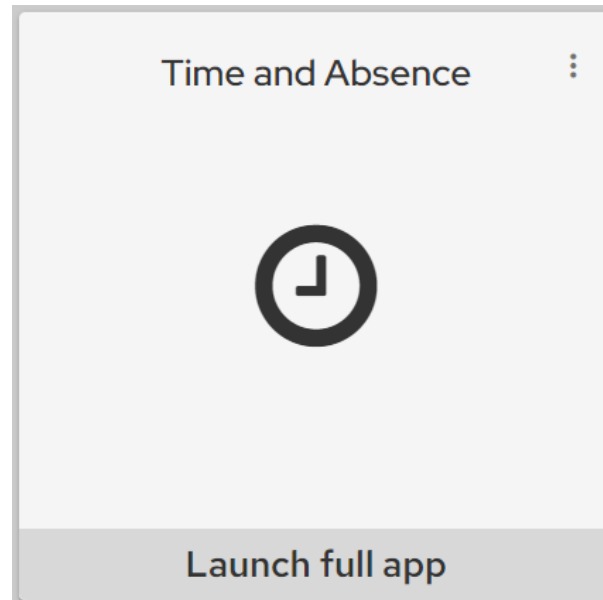
University Staff Leave Schedule Change



# How to check leave balances

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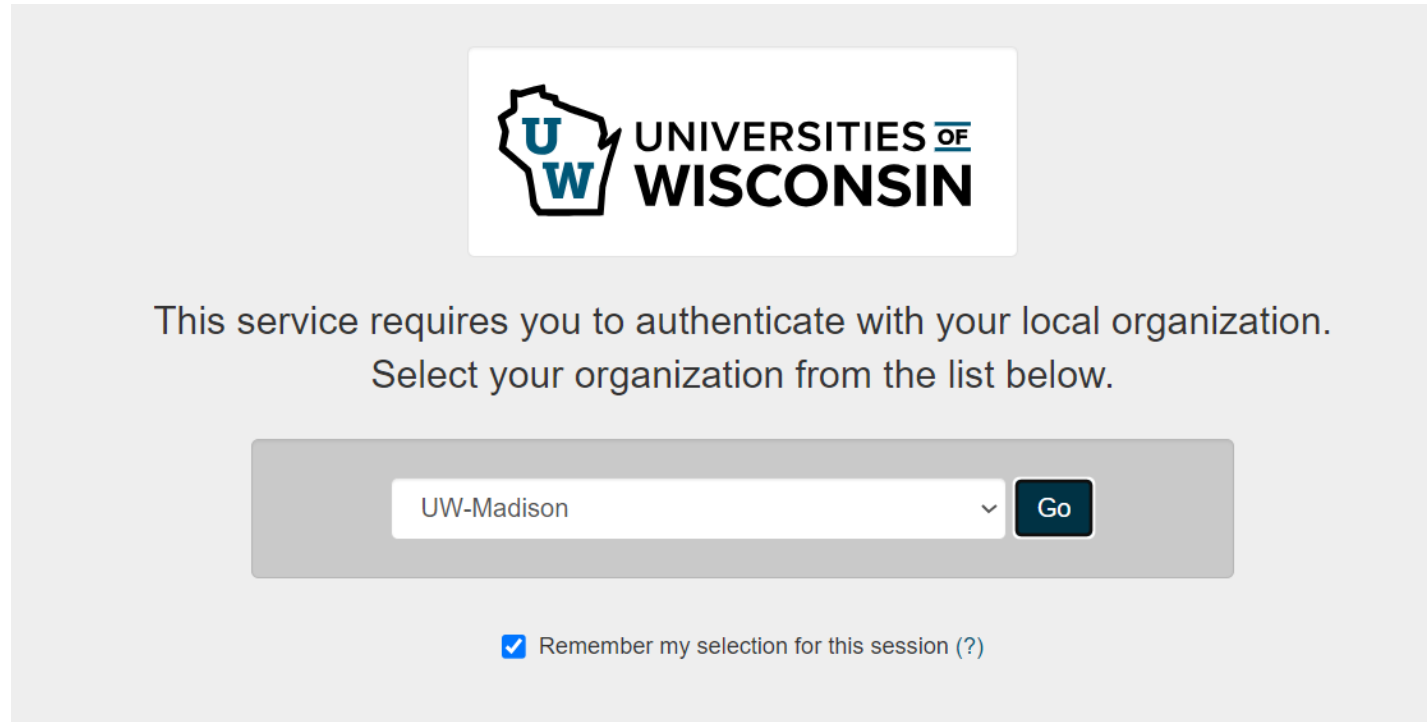
- To check your leave balances, visit [my.wisc.edu](https://my.wisc.edu)
- Find the “Time and Absence” tile and launch the app.





# How to check leave balances

- If you are prompted to fill out this page, select which organization you work for. Click on "Go".

A screenshot of a web form for the University of Wisconsin. At the top center is the University of Wisconsin logo, which consists of a blue outline of the state of Wisconsin containing the letters 'U' and 'W' in blue, followed by the text 'UNIVERSITIES OF WISCONSIN' in black. Below the logo, the text reads: 'This service requires you to authenticate with your local organization. Select your organization from the list below.' Underneath this text is a grey rounded rectangle containing a white dropdown menu with 'UW-Madison' selected and a dark blue 'Go' button to its right. At the bottom of the form, there is a checked checkbox followed by the text 'Remember my selection for this session (?)'.

UNIVERSITIES OF WISCONSIN

This service requires you to authenticate with your local organization.  
Select your organization from the list below.

UW-Madison Go

Remember my selection for this session (?)



# How to check leave balances

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- Select "Leave Balances" from the menu

The screenshot shows a navigation menu with a red header bar containing the word "Timesheet". Below the header, there is a horizontal line. Underneath the line, the text "Students should not work more than 25 hrs/week (40 hrs/week during breaks/summer term) to comply with [policy](#)." is displayed. Below this text, there is another horizontal line. Underneath this second line, there are four menu items: "Absence", "Leave Balances", "Time Entry", and "Leave Reports". The "Leave Balances" item is highlighted with a red rounded rectangular border.



# How to check leave balances

- Review available balances as of the most recent earnings statement

**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



# How to check leave balances

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- Entitlement: Type of leave
  - Banked Leave: Only available to eligible employees – hours of banked leave available
  - Legal Holiday Balance Year to Date (YTD): Hours of legal holiday available in the year
  - Personal Holiday Balance: Hours of personal holiday available
  - Sick Leave Balance (class): Hours of sick leave available
  - Vacation Allocation Balance: Hours of vacation available from the current year earnings
  - Vacation Available: Hours of vacation available including vacation carryover (if applicable)
  - Vacation Carryover Balance: Available vacation hours carried over from the previous year
- Balance: Hours of leave available



# How to check leave balances

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- Leave is personal to each employee. Contact your local HR professional for questions about your leave:  
[Hr.wisc.edu/contact/](https://hr.wisc.edu/contact/)
- Language assistance contacts:
  - नेपाली / Nepali
    - 608-262-7521
  - 中文 / Chinese
    - 608-890-2628
  - བོད་ཡིག / Tibetan
    - 608-890-2545
  - Hmoob / Hmong
    - 608-263-2217
  - Español / Spanish
    - 608-263-2328
    - 608-263-0623
    - 608-265-0838