

## UNIVERSITY OF WISCONSIN-EXTENSION UNCLASSIFIED PERSONNEL GUIDELINES (UPG)

### UPG #9

#### PAID VACATION AND HOLIDAY ENTITLEMENT FOR UW-EXTENSION UNCLASSIFIED STAFF

UW-Extension unclassified employees employed through a joint contract with a non-UW-Extension employer should review the terms of their contract or check with their appointing authority regarding how this policy applies to their appointment.

- 9.01 Policy Statement.** Annual (12-month) pay basis unclassified staff, other than students, student assistants, employees-in-training and hourly appointees, accrue paid vacation entitlement at the rate of 22 work days per year of full-time employment upon meeting the initial sick leave eligibility requirements of Chapter UWS 19.02(1). Academic year pay basis staff do not accrue paid vacation entitlement. All unclassified staff, except students, student assistants, employees-in-training and hourly appointees, are entitled to the paid holidays listed in section 9.07 below.
- 9.02 Accrual of Paid Vacation Entitlement.** Vacation begins to accrue from the first day of employment at the rate of 22 working days per year. Anticipated vacation for the current fiscal year may be used with the prior written approval of the department or administrative unit chair.
- 9.03 Vacation/Annual Leave Scheduling.** In determining vacation/annual leave schedules for eligible staff, the employing unit shall endeavor to accommodate the staff members' wishes, subject to necessary balancing of vacation periods among all eligible staff to assure ongoing attention to workload demands on the employing unit.
- 9.04 Carryover of Unused Vacation.** Staff are encouraged to use vacation leave in the year in which it accrues. However, vacation leave time not taken during the fiscal year in which it was earned will be carried over until June 30 of the next fiscal year (12 months). Vacation leave may not be carried beyond 12 months (June 30), at which time it shall be forfeited. Unclassified staff who have completed ten or more years of continuous State of Wisconsin service in appointments earning vacation, or as unclassified university participants in the Wisconsin Retirement System, may, at their option, reserve up to 40 hours of vacation/annual leave each fiscal year (or a prorated number of days for staff employed less than full-time) in an Annual Leave Reserve Account (ALRA). Vacation/annual leave accumulated in an Annual Leave Reserve Account may be used at any time, subject to section 9.03.
- Unclassified employees who have completed 25 years of continuous State of Wisconsin service under the Wisconsin Retirement System may exchange up to 40 hours of paid annual leave for a cash payment. Employees who elect a cash payment may also reserve up to 40 hours of vacation in an ALRA account.
- 9.05 Vacation/Annual Leave Credits Upon Termination or Transfer.** Faculty/academic staff resigning, retiring, transferring to another institution, or being non-renewed are encouraged to use all earned vacation/annual leave time prior to the date of termination or transfer. If a staff member does not use all vacation/annual leave time prior to termination or transfer, a lump sum payment for the remaining vacation/ annual leave time will be paid. Under no circumstances should the employee be continued on the payroll beyond the actual date of termination or transfer. In case of early terminations, an adjustment will be made on the final paycheck to reflect over-anticipation of vacation, if

any. Vacation accrual and use records are kept on a fiscal year basis (July 1 through June 30).

Staff transferring to UW-Extension from another UW institution or Wisconsin state agency may negotiate with UW-Extension to accept responsibility for unused vacation/ annual leave of up to 22 days.

**9.06 Records.** UW-Extension maintains appropriate records, on a fiscal year basis, of vacation accrual and use by eligible employees.

**9.07 Paid Holidays for All Unclassified Staff.** Wisconsin Statutes, s.230.35(4), establish the following as paid holidays when offices of state government, including those of the UW System, are not required to be open for business:

- a. January 1 (New Year's Day)\*
- b. The third Monday in January (Martin Luther King Jr. Day)
- c. The last Monday of May (Memorial Day)
- d. July 4 (Independence Day)\*
- e. The first Monday in September (Labor Day)
- f. The fourth Thursday in November (Thanksgiving Day)
- g. December 24\*\*
- h. December 25 (Christmas Day)\*
- i. December 31\*\*

\*If these days fall on a Sunday, the following day is a holiday. For annual pay basis staff, if these days fall on a Saturday, a floating legal holiday is granted in addition to the paid vacation entitlement specified in this Guideline.

\*\*For annual pay basis staff, if these days fall on a Saturday or Sunday, a floating legal holiday is granted in addition to the paid vacation entitlement specified in this Guideline.

**9.08 Personal Holidays.** Unclassified annual employees are eligible for 3.5 personal holidays each fiscal year. Personal holiday allocations are prorated for those employed part-time.

**Adopted June 1983**  
**Revised September 1991**  
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