

Waisman Center Leave Accounting Guidelines for Part-time (<100%) Academic Staff

The purpose of this document is to clarify leave accounting procedures for part-time (less than 100% FTE) Academic Staff. A defined work schedule is necessary in order to appropriately account for leave time. Work schedules are defined on a weekly basis (not on an annual or monthly basis). FTEs are also defined based on your weekly work schedule. Part-time staff account for leave time on an hour-for-hour basis--in quarter hour increments. Part-time staff schedules generally include a minimum of 30 minutes, unpaid, non-work time as a lunch break in daily schedules of over 6 hours.

As a salaried, part-time employee, hours worked over your typical daily or weekly work schedule do not pay additional. If you are consistently working above (or below) your FTE percentage, your appointment may need to be reviewed for the correct FTE. Also, there is not "comp time" (banked time off to be used at a later date) for exempt/academic staff. There may be the opportunity to "flex" your work time within the work week. The ability to flex your time is not automatic; it must be approved by your supervisor in advance. The use of "flex" time is not allowed when using sick time (refer to UW System policy for more information).

Leave time should be accounted for based on your schedule. Some examples are following:

Example 1: 90% FTE – work schedule is Monday-Thursday from 8:00 a.m. to 5:30 p.m., (four 9-hour days) Leave time is accounted for each day off at 9 hours. If a holiday falls on a scheduled work day, allocated holiday time of 7.2 hours needs to be supplemented with 1.8 hours vacation or personal holiday time to account for your scheduled nine-hour day. (Normally, vacation/personal holiday time is accounted for in quarter-hour increments; however, in the case of supplementing legal holiday time it can be used in 10ths of an hour.) If a holiday falls on Friday (an unscheduled work day in this case), 7.2 hours floating holiday is allocated. (You only accrue 7.2 holiday hours based on 90% FTE). Please note on your leave report by crossing out the holiday time that is already pre-printed and write a note on your leave report requesting the holiday time to be changed to floating holiday time. You will also need to note on your leave report when you use your floating holiday time at later date.

Example 2: 50% FTE – work schedule is Tuesdays and Wednesdays (8 hour days from 8:00 to 4:30 p.m.) and Thursday from 8:00 a.m. to noon. Holiday time is allocated at 4 hours per holiday (50%). The December 24 holiday falls on a Monday (a typical non-work day) and December 25 falls on Tuesday (a scheduled work day). The 4 hours allocated for 12/24 can be added to the 4 hours allocated for 12/25 to cover the Tuesday work schedule. Additional vacation time would not have to supplement for the scheduled eight-hour work day on Tuesday; instead the floating/unused holiday time from 12/24 can be used.

As a reminder, if you are regularly working from home (telecommuting) an approved telecommuting agreement must be on file. Questions may be directed to your supervisor.

If you have further questions regarding appropriately accounting for your leave time, please contact your HR/payroll representative (Choutae Yang for last names ending A-L, Susan Ellmaurer for last names ending M-Z or Terri Peck, HR Manager.) Further information and UW polices can be found at the following links:

- <http://www.ohr.wisc.edu/polproced/UPPP/1602.htm> (UPPP Chapter 16, Sick Leave, Vacation, ALRA....)
- <http://www.uwsa.edu/hr/upgs/upg09.pdf> (UPG Chapter 9, UW system guidelines)
- http://www.ohr.wisc.edu/HR_Memos/UCLA_FAQs.pdf (Frequently asked questions sick/vacation)