

# University of Wisconsin LEAVE REPORT

Name		Title		Leave Report For	
Department				Type	
Person ID	Appt ID	Payroll %	Pay Basis		
<b>Instructions for Reporting Leave</b> 1. If no leave time used, enter 0 in the Total Hours Row. 2. See chart to the right for reporting requirements. 3. Sign, date, and return leave report to approving authority by			<b>Percent</b> Part Time Full Time Full Time Full Time	<b>Time Used</b> Any amount Less than 2 hrs 2-6 hours > 6 hours	<b>Time Reported</b> Actual hours 0 hours 4 hours 8 hours

**Regent policy:** A leave report must be submitted each month, regardless of whether any leave was taken. **Failure to submit leave reports on a timely basis will result in a reduction to your sick leave accrual.** Regent policy requires that you provide medical certification for sick leave used for more than five consecutive full work days, except when the use of sick leave is authorized in advance.

**Regent policy/state law:** Sick leave must be reported for absences during a designated 40-hour week. If no week is designated, it defaults to the standard state work week. It is important to note this “standard work week” exists only for the purpose of reporting sick leave. Refer to [www.uwsa.edu/hr/benefits/leave/40hrweekrationale.pdf](http://www.uwsa.edu/hr/benefits/leave/40hrweekrationale.pdf) for more detailed information.

DATE	Vacation	Sick Leave	Personal Holiday	ALRA	Legal Holiday	
<b>*HOLIDAY</b>						
<b>TOTAL HOURS</b>						

<b>Employee Signature:</b> I certify that my leave report is accurate. I understand that misrepresentation can lead to disciplinary action.	<b>Date</b>
<b>Supervisor /Approving Authority Signature:</b> I confirm the accuracy of the leave report.	<b>Date</b>