Instructions on leave reporting:

Leave for full-time Academic Staff and Limited employees shall be charged in increments of 4 and 8 hours. Absences of less than 2 hours should not be reported. Absences of between 2 hours and 6 hours shall be charged as 4 hours. Absences of more than 6 hours shall be charged as 8 hours.

How to record leave used:

1. Log onto the My UW Portal at https://my.wisc.edu
2. Select “Time and Absence”
3. Opens to the “Request Absence” page
4. Select “Absence Name”
   a. Absence Name: select appropriate leave type
      i. ALRA (UNC)
      ii. Personal holiday (UNC)
      iii. Sick leave (UNC)
      iv. Vacation (UNC)
      v. Legal holiday (UNC) NOTE: No entry is required for legal holiday. It will automatically load via the system.
5. In Request Absence, the following steps need to be completed in order to record leave taken:
   a. Reason: no entry required
   b. Hours per day: enter 4 or 8 based upon duration of absence. For individuals who are not full-time, enter actual hours used.
   c. Start date: select the date the absence occurred
   d. End date: select the same date as the start date
      NOTE: The start date and end date should be the same. Do not used a date range.
   e. Duration: do not make an entry. Field will auto populate.
   f. Comments: no entry required
6. Click on the “Submit” button at the upper right of the page

How to record no leave taken:

1. Log onto the My UW Portal at https://my.wisc.edu
2. Select “Time and Absence”
3. Opens to the employee self-service (ESS) page
4. Click on the No Leave Taken Reporting tab
5. Click the slider bar for the month No Leave Taken is being reported and it will change to Submitted
   NOTE: If an absence has already been entered for a month, the month will show Submitted