**Vacation, Personal and Legal Holidays, and Sick Leave Reporting for Exempt University Staff**

Historically, *all* Classified Staff reported Vacation, Personal and Legal Holidays, and Sick Leave use in 15-minute increments. With the July 1, 2015, effective date of HR Design, Classified Staff are now *University Staff* and their positions are identified as being *Exempt* or *Non-Exempt* from the Fair Labor Standards Act (FLSA).

For University Staff *not exempt* from FLSA:  vacation, personal and legal holidays, and sick leave are charged in 15-minute increments. This will not change for non-exempt University Staff.

For University Staff *exempt* from FLSA:  although campus does not require a change in practice, each Division may opt to change reporting so that all full-time *exempt* employees (Faculty, Academic Staff, Limited Appointees, and exempt University Staff) report vacation, personal and legal holidays, and sick leave use in the same way. The College of Agricultural and Life Sciences has opted to change reporting practices so that leave practices are consistent for all exempt employees.

Effective with the payroll period which begins 08/09/2015, *FLSA-exempt University Staff* in the College of Agricultural and Life Sciences will report time used as follows:

How to Report Amount of Vacation, Personal and Legal Holidays, and Sick Leave to be Charged.

Faculty, Academic Staff, and Limited Appointees and *University Staff exempt* from the FLSA:

* 1. The standard work week exists only for the purpose of reporting vacation, personal and legal holidays, and sick leave. This is not a university standard for actual work hours since most Faculty, Academic Staff, and Limited appointees are salaried employees who are expected to work at least 40 hours per week (on a full-time basis) with schedules that may fluctuate. Therefore, vacation, personal and legal holidays, and sick leave for full-time Faculty, Academic Staff, and Limited appointees and FLSA-exempt University Staff is charged in half-day increments. Absences of between one-quarter and three-fourths of a day should be charged as one half-day. Absences of three-fourths or greater of a day should be charged as one day.

Example:  Employee works five 8-hour days per week  
Hours Missed                    Leave Reported  
0 to < 2 hours                     0 hours  
2 hours to 6 hours            4 hours  
> 6 hours                             8 hours

2.    Employees with less than full-time appointments should report actual hours absent.

3.    If employee is using vacation, personal holidays, legal holidays, or sick leave under FLMA, time used is to be charged in actual hours absent.

For full policy, see UW-Madison Office of Human Resources HR Policies KnowledgeBase:

        Vacation     <https://kb.wisc.edu/ohr/policies/page.php?id=53409>

        Sick Leave   <https://kb.wisc.edu/ohr/policies/page.php?id=53366>

                Personal and Legal Holidays    <https://kb.wisc.edu/ohr/policies/page.php?id=53500>

If you have questions regarding this information, please contact the Human Resources Manager assigned to your department/center/administrative unit.