

UCLA SYSTEM CHANGES AND IMPLEMENTATION ORIENTATION

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UCLA SYSTEM CHANGES AND IMPLEMENTATION ORIENTATION

2/26/08

1. CHANGES TO UNCLASSIFIED LEAVE POLICY

Reduction of Sick Leave Accrual for Failing to Complete Leave Reports

www.uwsa.edu/hr/upgs/upg10.pdf See 10.10 (2)

Effective with the 2007-08 fiscal year, faculty, academic staff and limited appointees eligible to earn sick leave who fail to complete a leave report for one or more months of the fiscal year will have a reduction in their sick leave accrual. The reduction will occur annually on August 15th for the previous fiscal year as follows: full time annual employees will have their sick leave accrual reduced to 8.5 days and academic year employees will have their sick leave accrual reduced to 6.4 days (leave amounts are prorated for part-time employees).

Reporting Leave in Units of One-Half Days for Full-Time Employees

www.uwsa.edu/hr/upgs/upg10.pdf See 10.08

Effective with the March 1 leave statement (no need to change reporting retroactively for the month of January), all leave (including vacation and personal holiday) must be charged in units of one-half days. The method for reporting leave is summarized in the table below:

During each work day, if you miss:	<2 hrs	2-6 hrs	>6 hrs
Report leave of:	0 hrs	4 hrs	8 hrs

Exceptions: Employees with part-time appointments will continue to report actual hours absent when reporting all types of leave. Intermittent leaves taken under FMLA or WFMLA also should be reported in hours.

Colleague Coverage Change

www.uwsa.edu/hr/upgs/upg10.pdf See 10.04 (2)

Effective with the Spring 2008 semester, teaching responsibilities not met by the instructor *because of an absence due to illness* must be reported as leave, even if a colleague covers the responsibilities. However, leave time does **not** need to be reported when a colleague covers the responsibilities of a faculty or academic staff member who is unable to carry out those responsibilities because he or she is away from the University for business reasons (e.g., conference attendance, research).

40-hour Work Schedule for Purposes of Sick Leave Reporting

www.uwsa.edu/hr/benefits/leave/40hrweekrationale.pdf

Although not a new policy, there is a requirement that sick leave used must be reported based on a five-day standard (40 hours) under state law ([Wis. Stats 40.05\(4\)\(bp\)](#)). For

this purpose only, the university standard workweek is Monday through Friday from 7:45 a.m. to 4:30 p.m. If the employee has regular responsibilities scheduled outside the “standard workweek,” he/she can designate a different 40 hours of workweek for all scheduled classes, office hours, University meetings, etc., with the consent of the department. Alternative work schedules should be established in writing, with the acknowledgement of both the unclassified employee and the supervisor.

It is extremely important to note that the “standard workweek” exists *only* for the purpose of reporting sick leave. This is not a University standard for actual work hours since 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. It is not the standard for reporting vacation, personal holidays and floating holidays. As a result, if an employee misses time during the week for reasons other than illness, injury, etc, it is up to the department to determine whether any leave needs to be reported.

2. CHANGES TO EMPLOYEE LEAVE STATEMENTS AND REPORTS

Leave Statement and Leave Report will be separated. The leave report will be a separate page from the leave statement. The new leave statement will be what is currently the top portion of the existing leave statement, reflecting the employee’s balances/usages. The new report will be what is currently the lower portion of the existing “yellow” leave statement whereby the employee reports leave usage to his/her supervisor for approval/signoff.

Paper copies of leave report and leave statement will be mailed to the employee at their campus address (2 separate forms)

Leave Statement and Report will be printed on yellow paper.

Leave Statement

Breakdown of Adjustments. The employee leave statement will show reason codes for adjustments made to the employee’s leave balances. The leave statement will display the breakdown of the adjustments.

Example:

	Prior Bal	Earned	Used	Adjustments	Ending Bal
Sick Leave	100.0	8.0	4.0	-6.0	98.0

Adjustments

Prior Use -8.0

Appt Change +2.0

The employee has an adjustment to sick leave for (1) late reported usage and (2) appointment/payroll % change. The sick leave adjustment in the leave detail of the leave statement will reflect the net result of the adjustments. The message section of the leave statement will contain the detailed adjustment breakdown e.g. late reporting, appointment/payroll % change, etc.

In addition to the benefit of the employee seeing the adjustments, the adjustment detail is also beneficial when extracting data for auditing purposes.

Catastrophic Leave

The employee's leave statement will reflect the donation and usage of catastrophic leave.

A separate column on the leave report will appear to record the usage for employees having a "catastrophic leave" balance.

The leave administrator will adjust the leave account of the employee who donated the leave via the UCLA application using the appropriate reason code.

Leave Report

Inclusion of University Leave Policy and Instructions will appear on the leave report that provides assistance to the employee in recording and completing his/her usage of time, etc.

Information relating to the Regency policy/State law will be reflected on the leave report. That is, the consequences in the failure of the employee to complete and return all his/her leave reports within any given fiscal year resulting in the reduction of the employee's sick leave at the end of that fiscal year will be noted on the employee's leave report. The 40 hour work week will also be noted.

Date Field for Leave Time Recording

The month and day of the week will be reflected in the "Date" column on the leave report, in addition to the month. Example: Tue Jan 1, 2008

The nine month employee leave report will continue to be personalized as it is currently. That is, the leave report for nine month employees will reflect the appropriate pay period dates for the specific "employed" campus.

Dates that are legal holidays will be noted by an asterisk *.

Revision to the Floating Holiday Field Name

The Floating Holiday field will be updated to read: **Pers/Float**

Colleague Coverage

The employee's leave report form will no longer reflect the colleague coverage column.

Identification of Non-Sick Leave Hours Instead of "Eligible" Sick Leave usage

A statement will appear on the Employee's Leave Report for twelve month employees to indicate if they used other leave for said reporting period instead of their sick leave when in fact they were eligible to charge their leave time to sick leave. The following message will appear above the employee's signature line:

___ Check If You Reported Vacation, Personal/Floating Holiday, or ALRA For Any Time For Which You Could Have Used Sick Leave.

Copies of leave reports and statements will be available at www.wisc.edu , My UW Work Record.

Duplicate copies of leave reports and statements will be available in Cypress Knowledge Builder for reprint at the Division level for 3 years.

3. MISSING LEAVE REPORTS

Each month, an employee must complete and return a leave report for each appointment. Any missing leave reports for a person within a fiscal year, regardless of which appointment has the missing leave reports; will impact the REDUCTION OF SICK LEAVE for the employee. This includes active and inactive appointments at any UW Campus.

If reports are missing, the indicator of **** will appear in the ending balance fields on the leave statement with the message:

****** We are unable to update your balances because you have missing leave reports.**

The leave statement will reflect **** in the ending balance fields with the missing leave statement message until the employee returns the missing leave report.

If leave reports are not returned, the sick leave reduction will occur for the previous fiscal year on August 15. These same results will apply to employees having “active” multiple leave appointments and fail to turn in their leave reports for one or more of their appointments. Both leave statements from all the employee’s active “leave” appointments will reflect **** in the ending balance fields, along with the message.

Missing reports will available to the employee at www.wisc.edu, My UW, Work Record. Employee should print, sign, and return to appointing authority. Missing reports will not be mailed.

Definition of Fiscal Year, for purposes of Reduction of Sick Leave Only:

C and S basis: Includes the summer service and the academic year. One leave report is issued for the three summer months.

A and H basis: July 1 – June 30

Return of Missing Leave Reports

Missing leave reports for the prior fiscal year must be returned by August 15 to avoid the sick leave reduction.

Absolute Deadline

If there is a sick leave reduction the employee can complete a missing leave report up until November 15 to clear the reduction. After that, there is a lock on the system that will prevent entry of missing reports.

4. CLEANUP OF MISSING REPORTS FOR FY8.

THIS IS A ONE-TIME EXERCISE, IT WILL NOT OCCUR EACH YEAR.

Employees who have missing reports will receive an email in late March that will have a PDF attached that contains one page for each missing leave report. The reports will be in the new format and should be completed, signed, and returned to Divisional Representatives as soon as possible to avoid sick leave reduction in August.

A report that identifies the employees who have missing reports will be sent to Divisions at the time the missing reports email is sent in late March

5. INSTITUTION/CAMPUS RESPONSIBILITY - STATEMENT AND REPORT DELIVERY TO THE EMPLOYEE

Delivery Method for UW Madison:

Paper copies of leave report and leave statement will be mailed to the employee's campus address (2 separate forms)

Leave Report and Statement will be printed on yellow paper.

Copies of leave reports and statements will be available at www.wisc.edu , My UW Work Record

Missing reports will not be mailed, they will only be available at www.wisc.edu , My UW, Work Record. Employee should print, sign, and return to appointing authority.

6. UCLA TRANSACTIONS

Identification of Leave reported for any Time for Which Sick Leave Could Have Been Used.

If the employee checked the Leave Report to Indicate if they reported vacation, personal holiday, floating holiday, or ALRA for any time for which sick leave could have been used, you would enter this on the UCLA Usage and Departmental Leave Entry screen labeled: ___ *Could have used Sk Lv*

The UCLA system will not identify the leave type hours used in place of sick leave.

Inactivate Colleague Coverage Leave Reporting

The Colleague Coverage field will be removed from the usage screens.

Catastrophic Leave

Donated Leave is entered to the donor record via the Special Processing Screen.

Received leave is entered to the recipient record via the Earned Screen

Catastrophic Leave used by the recipient is entered via the Used screen.

7. SICK LEAVE REDUCTION

Reduction will occur on August 15 and will be reflected on the September 1 leave statement for Annual and Hourly basis and the October 1 leave statement for Academic Year basis.

Absolute Deadline

If there is a sick leave reduction the employee can complete a missing leave report up until November 15 to clear the reduction. After that, there is a lock on the system that will prevent entry of missing reports.

8. IMPLEMENTATION DATES

Missing Leave Reports for FY8 – March Unclassified Payroll Calc (March 25, 2008)
Between Late March

New Leave Statements, New Leave Reports and Missing Leave Reports – April
Unclassified Payroll Calc (April 23, 2008)