

## **IMPORTANT!!**

From UW-Madison Office of Human Resources

Recently, an email was sent to you explaining that your sick leave balance will be reduced on August 15 if you have unreturned leave reports. Our records indicate that as of August 15 you have one or more unreturned leave reports during the fiscal year 2008-09 (July 1, 2008 to June 30, 2009).

Consequently, your sick leave earnings for the fiscal year of 2008-09 were reduced, as explained in 1. below.

You can go to MY UW: <<http://my.wisc.edu>> on the work record tab to identify your leave reports that are outstanding. Please print, complete and return the reports to your supervisor immediately.

If you do this as soon as possible the sick leave reduction will be cleared. There is a limited time for you to take action to have the reduction lifted.

UW-Madison has implemented three Board of Regents resolutions on vacation, personal holiday, and sick leave reporting for faculty, academic staff and limited appointees. The policy changes, outlined below, are important, as they can affect your benefits.

### 1. Reduction of Sick Leave Accrual for Failing to Complete Leave Reports.

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).

For the complete policy, go to: <[http://www.ohr.wisc.edu/HR\\_Memos/ucla\\_02\\_08.pdf](http://www.ohr.wisc.edu/HR_Memos/ucla_02_08.pdf)>.

For 12 month employees, the sick leave reduction will appear on the September 1 leave statement. For nine month employees, the reduction will appear on the October 1 leave statement.

Your sick leave is a valuable benefit. The following web site provides detailed information about the sick leave program and its benefits:

<<http://www.uwsa.edu/hr/benefits/leave/sick.htm>>.

Please do not respond to this email. If you have questions contact your HR/Payroll Office.