Policy for Vacation Carryover for Unclassified Staff

Purpose:
To regulate the amount of vacation that can be carried over to the next fiscal year on each July 1.

Additional Authority:
http://www.ohr.wisc.edu/polproced/UPPP/1602.htm

Scope:
Twelve-month faculty, academic staff, and limited employees participating in the Wisconsin Retirement System (WRS) will be granted an anticipated vacation balance of 176 hours (22 days), prorated for part-time, at the beginning of each fiscal year (July 1). Vacation is earned monthly; however, an employee may use anticipated vacation before it is actually earned with the approval of the supervisor.

POLICY

I. Policy Statement

It is the policy of the Computer Sciences Department that a maximum of 80 hours will be permitted to be carried over to the next fiscal year. Any hours over 80 will be forfeited, unless special permission is granted by the Chair. This is the only policy of the entire department. All monthly leave sheets must be up to date, and signed by the supervisor before requesting carryover.

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