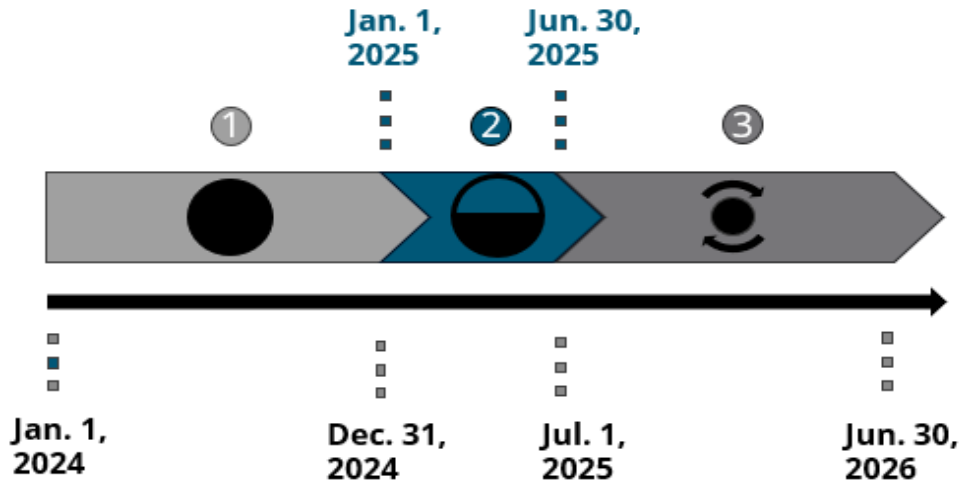


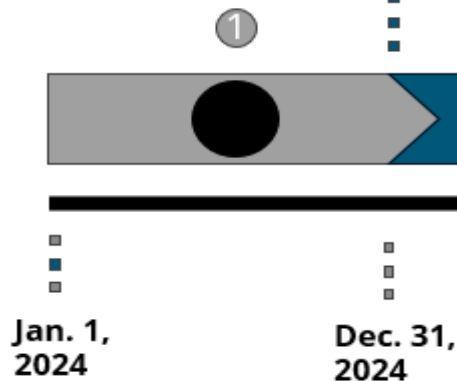
## University Staff Leave Schedule Change Calendar Year to Fiscal Year

### Overview

Starting in 2025, University Staff will receive their leave balances on a fiscal year (FY) schedule (July 1 to June 30). Currently University Staff leave is on a calendar year (CY) schedule (January 1 to December 31). This change is being made to streamline administrative processes and align with fiscal year operations.



Current Schedule: January 1, 2024 – December 31, 2024 (Calendar Year)



On January 1, 2024 (or hire date if hired in 2024) University Staff received:

- Vacation: Full vacation hours for calendar year 2024 (prorated if a new hire or part-time). Must be used by June 30, 2026.
- Vacation Carryover: Any unused vacation hours earned during calendar year 2023. Must be used by December 31, 2024.
- Personal Holiday: Full allocation of personal holiday hours (36 hours, prorated if part-time) for calendar year 2024. Must be used by December 31, 2024.
- Legal Holidays: All legal holidays during calendar year 2024. Must be used by December 31, 2024.

To do:

- Review the [Leave Schedule Change web page](#).
- Review leave balances. Leave balances can be accessed in the [MyWisconsin Portal](#) in the Time and Absence tile. Once in the Time and Absence tile in the left hand navigation go to Absence Balances.
- Reach out to your [Payroll Contact](#) with questions.

#### Transition Period: January 1, 2025 – June 30, 2025



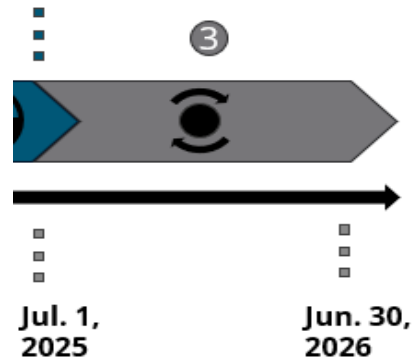
On January 1, 2025 University Staff will receive:

- Vacation: Half of vacation hours (prorated if a new hire or part-time). Must be used by June 30, 2026.
- Vacation Carryover: Any unused vacation hours earned during calendar year 2024. Must be used by June 30, 2026.
- Personal Holiday: Half of allocation of personal holiday hours (18 hours, prorated if part-time) for transition period. Must be used by June 30, 2025.
- Legal Holidays: Three legal holidays occur during the transition period which includes New Year's Day, Martin Luther King Day, and Memorial Day. Eligible employees will be granted these holidays. Must be used by June 30, 2025.

To do:

- Review leave balances.
- Employees who are required to work on a legal holiday, or if the legal holiday is on an employee's regularly scheduled day off, will be granted a floating legal holiday, which must be used prior to June 30, 2025.
- If necessary, submit exception request.

### New Leave Schedule: July 1, 2025 – June 30, 2026 (Fiscal Year)



On July 1, 2025 University Staff will receive:

- Vacation: Full vacation hours for fiscal year 2026 (prorated if a new hire or part-time).
- Vacation Carryover: Any unused vacation hours earned during calendar year 2024 and during the transition period. Must be used by June 30, 2026.
- Personal Holiday: Full allocation of personal holiday hours (36 hours, prorated if part-time) for fiscal year 2026. Must be used by June 30, 2026.
- Legal Holidays: Full allocation of legal holiday hours for fiscal year 2026. Must be used by June 30, 2026.

To do:

- Review leave balances (due to Workday implementation you should be able to review your leave balances after mid July).
- Bank unused vacation or request a payout. Employees eligible to bank or receive a payout of unused vacation hours can do so July 1, 2025 to September 30, 2025.
- Use vacation carried over from calendar year 2024 by June 30, 2026.
- Use vacation carried over from the transition period (January 1, 2025 – June 30, 2025) by June 30, 2026.

### Additional Information

- How leave is earned (accrual rate) is not affected.
- Eligibility to earn leave is not affected.
- Sick leave accrual is not affected.
- The amount of leave that can be banked each year is not affected.
- Wisconsin Retirement System (WRS) is not affected.