

Quick Guide to Sick Leave Reporting

The monthly leave statement & leave report

All appointments

- Receive a monthly leave statement and leave report.
- If there are missing leave report(s) for prior months they are also attached in PFD format.
- All reports must be completed, dated, and signed by individual and submit to your supervisor.

Multiple appointments

- Within the **same Institution/Campus** a separate leave statement and leave report for each appointment will be received for each appointment.
- In **different Institutions/Campuses**, you will receive an identical set of your leave statements and leave reports when employed in more than one Institution/Campus.

University of Wisconsin-La Crosse Leave Report						
You do not need to report leave for Thanksgiving Day						
Employee Name: Last, First MI		Employee Title		Leave Report For:		
				November-08		
Department			Type of Employee			
Person ID	Appointment ID	Payroll %	Pay Basis		3	
Instructions for Reporting Leave						
1. If no leave time used, enter 0 in the Total Hours Row.						
2. See chart to the right for reporting requirements.						
3. Obtain appropriate signature, date, and return report to Human Resources as soon as possible.						
Percent		Time Used		Reported		
Part Time		Any Amount		Actual Hours		
Full Time		Less than 2.0 hours		0 hours		
Full Time		2.0 to 6.0 hours		4 hours		
Full Time		Greater than 6.0 hours		8 hours		
Regent policy: A leave report must be submitted each month, regardless of whether any leave was taken. Failure to submit leave reports on a timely basis will result in a reduction in your sick leave account. Regent policy requires that you provide medical certification for sick leave used for more than five consecutive work days, except when the use of sick leave is authorized in advance.						
Regent policy state law: Sick leave must be reported for absence during a designated 40-hour week. If no week is designated, it defaults						
Date	Sick leave					
* Holiday						
10/25/08						
10/26/08						
10/27/08						
10/28/08						
10/29/08						
10/30/08						
10/31/08						
11/1/08						
11/2/08						
11/3/08						
11/4/08						
11/5/08						
11/6/08						
11/7/08						
11/8/08						
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11/23/08						
11/24/08						
11/25/08						
11/26/08						
11/27/08						
11/28/08						
11/29/08						
11/30/08						
Total Hours	0					
CHECK IF YOU REPORTED VACATION, FLOATING HOLIDAY, PERSONAL HOLIDAY OR ALBA FOR ANY TIME FOR WHICH YOU COULD HAVE USED SICK LEAVE.						
misrepresentation can lead to disciplinary action.						Date
Supervisor/Approving Authority Signature: I confirm the accuracy of this report.						Date

“OUTSTANDING LEAVE REPORTS”

For individuals with **“outstanding” leave reports**, if Human Resources Services has not received leave statements, as outlined below, before **August 15** or sick leave will be ‘capped’.

Annual year (12 month) appointments:

- All leave reports must be on file with Human Resources Services before August 15 for previous annual year - July 1 to June 30 - **sick leave will be capped at 8.5 days**

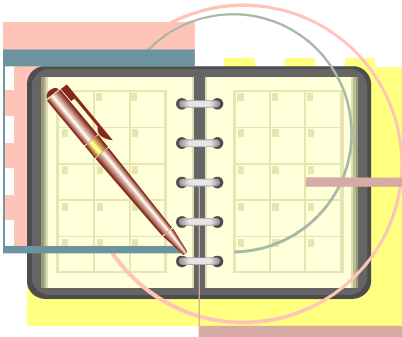
Academic year (9 month) appointments:

- All leave reports must be on file with Human Resources Services before August 15 for previous year Summer Session and previous academic year -August to May - **sick leave will be capped at 6.4 days**

Dates to Remember

August 15- Leave Reports due to HR for previous Year

- **7/1/08-6/30/08** for annual
- **2008 Summer Session and 8/25/08-5/24/09**





Reporting time away

If your work day is 7:45 AM to 4:30 PM Monday through Friday, you would report leave like this:

LEAVE HOURS

REPORT ON UNCLASSIFIED LEAVE REPORT FORM

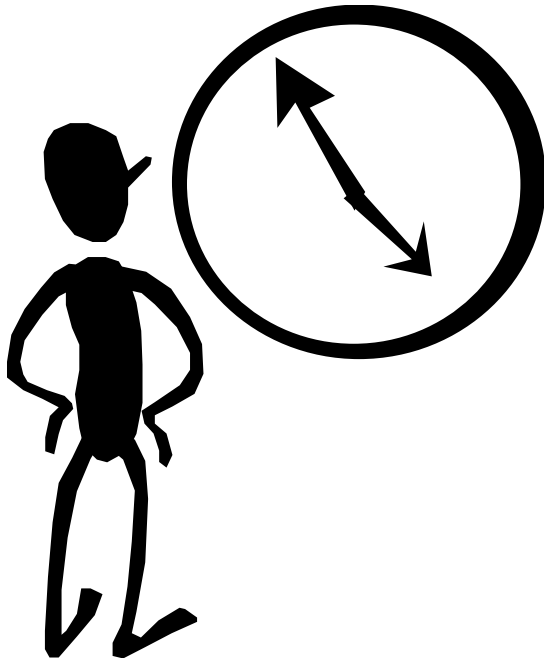
Less than 2 hours → Report nothing

2-6 hours → → Report 4 hours (half of the 8 hour day)

More than 6 hours → Report 8 hours (full 8 hour day)

Reminder: Only 12 month/annual appointees earn vacation or personal holiday

Establishing a work week schedule



- Normally, salaried professionals are exempt from overtime regulations and are not accountable for a 40-hour per week schedule.
- Many salaried employees work far more than forty hours per week.
- In order to simply and fairly report sick leave usage and to be accountable to the State, it is necessary to identify a work schedule that uses a generally acceptable standard.
- This does not imply that unclassified staff only work 40 hours per week; it merely is a way to establish a workable means of recording the use of sick leave that is as equitable as possible.
- If there is no alternative schedule on file- the default is 7:45 am to 4:30 pm Monday through Friday

Colleague coverage is not available

- Effective with the beginning of the Spring 2008 semester, teaching responsibilities not met because of an absence specified in UWS 19.01, Wis. Adm. Code, must be reported as leave, regardless of whether a qualified instructor covers the aforementioned responsibilities.
- Teaching responsibilities include class time preparation, actual classroom instruction, and scheduled office hours available to students for educational guidance.