Colleagues,

As a reminder, as we approach the end of the fall term and begin J-term, we wanted to remind you that if you have any employees that are not scheduled to work or have obligations during this period that we would need the department to request a short-work break request via an EAF to make that change. We also need one when they return to work. The type of action for this change is "Change-Other, Add Comments." In the comments please include: "Short Work Break Start: XX/XX/XXXX." To indicate a return from short work break please include: "Return from Short Work Break: XX/XX/XXXX."

UW System policy prohibits employees from using leave time during times when they are not scheduled to work, so a short work break would be needed to keep them in an active status without disruption of benefits.

If you have questions, please contact HR at hrinfo@uwlax.edu or 608.785.8013.