This message is being sent to Provosts, CBOs, SSAOs, CDOs, HR Directors, Senior Strategic Enrollment Officers, Shared Governance Groups, and Identified Campus Representatives. Please share with any colleagues who would have interest in reviewing.

UW SYSTEM ADMINISTRATIVE POLICIES

New Interim Policy Action Approved

On December 22, 2020, Interim President Thompson approved the new interim policy action SYS 1200-07, Interim: Sick Leave During a Public Health Emergency. This interim policy action will expire on June 30, 2021. Please find a detailed summary of the new interim policy action below:

SYS 1200-07, Interim: Sick Leave During a Public Health Emergency

This interim policy action is effective upon approval. It will expire on June 30, 2021.

Summary of Policy

- This interim policy amends portions of SYS 1212, Sick Leave to explain and expand acceptable uses of this leave during the COVID-19 public health emergency in alignment with Wisconsin EmR2042. For the duration, employees may use sick leave:
  - To care for members of immediate family when they are ill;
  - When an immediate family member has been exposed to a contagious disease which requires the individual’s confinement; or
  - To care for children when schools/daycare are closed or unavailable in response to the public health emergency.
- Use of sick leave in these instances is limited to the amount of time of the confinement, closure, or unavailability.
- An appointing authority may require documentation before granting sick leave for these reasons.
Affected Areas on Campus
- This interim policy action applies to all sick-leave eligible employees.

Campus Implementation
- Campuses are not anticipated to require any additional resources to comply with this interim policy action.

Additional Communication
- Further communication will be provided prior to the expiration of this interim policy action.

December Institution Distribution

There are six policies included in the December Institution Distribution. The following policy is proposed for substantive revision:
- **SYS 230, Salary & Fringe Benefit Calculations**

The policies below have minor revisions proposed to align them with the revised SYS 230:
- **SYS 215, Payment Methods and Timing for Payroll**
- **SYS 1210, Vacation, Paid Leave Banks, and Vacation Cash Payouts**
- **SYS 1212, Sick Leave**
- **SYS 1244, Summer Prepay Deductions and Summer Session Benefits Eligibility**
- **SYS 1278, UW System Pay Plan Distribution Framework for University Workforce**

To view and comment on the policies, please click on the links above. Please submit your comments (which may include attachments such as word documents, PDFs, etc.) through the link above. Doing so ensures your feedback is captured and reviewed during the post-comment period.

The deadline to review and submit feedback for the policies below via the comment form is **Friday, January 29**.

**SYS 230, Salary & Fringe Benefit Calculations**

This policy will be effective upon approval.

Summary of Policy and Policy Revisions
- This policy describes the process for calculating salaries and fringe benefits to UW System employees. These revisions align the policy with the transition to a biweekly pay schedule and the removal of the monthly pay schedule.
  - In Section 5, Definitions, modified the definitions of Academic Basis (“C”), Annual Basis (“A”), and Hourly Basis (“H”) to clarify their applicability to FLSA exempt or non-exempt staff.
  - In Section 5, Definitions, added a definition for Work Week.
  - In Section 6, Policy Statement, changed the second paragraph to presume a biweekly pay period. Removed reference to pay period specifications for A and C basis employees who are salaried.
In Section 6.B, changed the section title to “Calculation of A and C Basis Bi-Weekly Rates of Pay.” Modified the content to reflect the definitions of A and C basis pay and that pay will occur bi-weekly. Added an example of how to calculate bi-weekly pay rate and removed reference to monthly pay.

In Section 6.C, Payment for Partial Pay Periods and Leaves of Absence, clarified how to calculate pay based for partial salary payments for staff that begin employment after the beginning of a pay period, end employment before the end of a pay period, or take a leave of absence without pay during a payroll period. Updated examples to reflect the biweekly pay schedule.

In Section 6.F, changed section title to “Pay Basis Conversions for A and C Basis Salaries.” Limited the scope of the section to conversions between an annual or academic year appointment.

Added Section 6.G, Calculation of Hourly Rates for “A” and “C” Basis Employees. Established the scope of the section as calculating “A” or “C” basis hourly pay rates.

As a result of the revisions to SYS 230, revisions are also necessary to:

- SYS 215, Payment Methods and Timing for Payroll
- SYS 1210, Vacation, Paid Leave Banks, and Vacation Cash Payout
- SYS 1212, Sick Leave
- SYS 1244, Summer Prepay Deductions and Summer Session Benefits Eligibility
- SYS 1278, UW System Pay Plan Distribution Framework for University Workforce

Affected Areas on Campuses

- The Office of Human Resources at each institution will be responsible for implementing the revisions to this policy.

- This policy impacts all faculty, academic staff, limited appointees, and employees who are contracted on an Academic basis (“C”), a Summer basis (“S”), an Annual basis (“A”), an Hourly basis (“H”), or a Lump Sum Basis (“L”).

Campus Implementation

- Campuses must adhere to the provisions of this policy.

Additional Communication

- No additional communication was planned at this time.

All of the proposed policy revisions below will be effective upon approval.

SYS 215, Payment Methods and Timing for Payroll

- In Section II.1, remove the exception for pay periods that fall on New Year’s Day.

SYS 1210, Vacation, Paid Leave Banks, and Vacation Cash Payouts

- In Section 4.H.(3), change all references to “monthly” to “biweekly,” require employees to report each pay period in which leave was used, and state that “Pursuant to the procedures issued by UW System Human Resources, employees may be required to identify and report pay periods in which no leave was taken.”

SYS 1212, Sick Leave

- In Section 4.G. (3) and (7), change all references to “monthly” to “biweekly,” require employees to report each pay period in which leave was used, and state that “Pursuant to the
procedures issued by UW System Human Resources, employees may be required to identify and report pay periods in which no leave was taken."

SYS 1244, Summer Prepay Deductions and Summer Session Benefits Eligibility

- In Section 2, paragraph two, add the sentence "With the 2021 transition to bi-weekly pay for all employees, this practice has been updated to spread the insurance deductions over the last six bi-weekly pay periods of the spring semester."
- In Section 3, modify the definition for Summer Prepay Deductions from "deductions taken from the payroll months of March, April and May" to "deductions taken from the final six bi-weekly pay periods of the spring semester."
- In Section 4.A, change "deductions taken from the payroll months of March, April and May" to "deductions taken from the final six bi-weekly pay periods of the spring semester."
- In Section 4.C, add accident insurance and change "monthly" to "biweekly."
- In Section 4.F, change reference to "paid October 1" to "September payroll periods."

SYS 1278, UW System Pay Plan Distribution Framework for University Workforce

- In Section 6.G, change "July 1 of each year" to the first biweekly pay period included with the beginning of the fiscal year for annual-basis employees, and add "the first biweekly pay period included with the" start of the academic year for those on academic year appointments.

November Policy Distribution Reminder

As a reminder, there are three Office of Academic and Student Affairs policies still out for comment from the November Policy Distribution. To view and comment on the policies, please click on the links below. Please submit your comments (which may include attachments such as word documents, PDFs, etc.) through the link above. Doing so ensures your feedback is captured and reviewed during the post-comment period.

The deadline to review and submit feedback for the policies below via the comment form is Wednesday, January 20.

- SYS 2, Development, Revision, and Approval of Academic and Student Affairs Policies
- SYS 110, Criteria and Approval of Wisconsin Technical College System Liberal Arts and Pre-professional Transfer Programs
- SYS 115, Associate Degree Standards

Expiring Interim Policy Actions

The following interim policy actions will expire on December 31, 2020. A listing of all expired interim policy actions can be found on the Expired Interim Policy Actions Page.

- Interim Regent Policy Document Waiver #05: UW System Freshman Admissions Policy ACT/SAT Requirements Waiver for UW-Madison (superseded by Board of Regents Resolution 11489)
- SYS 200-01, Interim: Temporary Deferment of Full Criminal Background Check
- **SYS 300-02, Interim: Capital Equipment and Maintenance Repair and Operations Physical Inventory Review Extension**
- **SYS 1000-01, Interim: Information Security: Awareness Training Extension**
- **SYS 1200-02, Interim: COVID-19 Leave Policy**
- **SYS 1200-03, Interim: FMLA Expansion**

Stay updated with the policy development process by subscribing to an RSS feed [here](https://outlook.office.com). You can use this feed with your favorite RSS reader or subscription service.