Hello Everyone,

Faculty, Academic Staff and/or Limited Appointees with a 12-month appointment are eligible to bank Vacation hours into a Paid Leave Bank, also known as Annual Leave Reserve Account (ALRA), after they have completed 10 fiscal years of continuous employment. Employees can bank any unused current year vacation or vacation carryover as of June 30th, 2020.

- Beginning with the 11th fiscal year, an employee is eligible to bank up to 40 hours of vacation or vacation carryover. The option to bank is offered immediately following the fiscal year in which an employee is eligible.

- Beginning with the 26th fiscal year, an employee is eligible to bank up to 80 hours of vacation or vacation carryover. The option to bank is offered immediately following the fiscal year in which an employee is eligible.

These options are prorated for part time employees. Any hours placed in the Banked Leave account do not expire and can be used or paid out upon termination/retirement.

Example of new eligibility:
- Employee completes 10 fiscal years in May, 2020
- July 1, 2020 (beginning of 11th fiscal year) employee is eligible to accrue vacation to be banked

Again this year, employees will be able to view their eligibility in their portal's absence balances screen. The July leave report will also display the Banked Leave eligibility for employees. You are allowed to bank any unused vacation or vacation carryover as of June 30, 2020 (up to the maximum allowed).

Please use Employee Self-Service (ESS) to convert hours into your ALRA account. Reporting ALRA conversion through ESS is similar to entering monthly leave. You will have access to enter the
conversion in ESS from July 1, 2020 through October 31, 2020.

Step-by-step instructions may be found at: https://uwservice.wisconsin.edu/docs/publications/time-monthly-banked-leave.pdf. It is recommended that you use the first Sunday of the month of July as the ‘Start Date’ and the ‘End Date’ for the ALRA conversion request. For example, if entering the ALRA conversion in July, please use 7/5/2020 as the Start Date and the End Date on the Request Absence page.

**Please choose the ‘Convert Vac to ALRA (UNC)’ Absence Name when completing your entry.**

Staff with multiple leave eligible jobs will see the same number of eligible hours on each leave report. You may choose to bank all hours on one appointment or split the total among the active appointments.

**Contact us for More Information**

If you have any questions/concerns, please feel free to contact to your UW Shared Services Payroll Coordinator below.

Sreekumari Nair (sreekumari.nair@uwss.wisconsin.edu): UW Shared Services, UW System Admin, UW Platteville
Hollie Moore (hollie.moore@uwss.wisconsin.edu): UW Parkside, UW River Falls, UW Superior
Beverly Graves (beverly.graves@uwss.wisconsin.edu): UW La Crosse
Steve Marshall (steven.marshall@uwss.wisconsin.edu): UW Stevens Point
Amy Bobylak (amy.bobylak@uwss.wisconsin.edu): UW Oshkosh, UW Green Bay
Tara Barbosa (tara.barbosa@uwss.wisconsin.edu): UW Eau Claire, Payroll Team Lead

If you meet the eligibility requirements for ALRA:

- You may transfer unused vacation hours into an ALRA account to use at a future date (banked hours do not expire). You may accumulate hours in your ALRA from year to year without limit.

- With your supervisor's approval, you may use ALRA hours at any time. These hours can be used in any circumstance where you are allowed to use paid leave.

- Any unused ALRA at the termination of employment will be paid to you at your current wage rate as a lump sum payment.

- You will be offered the option to bank immediately following the fiscal year in which an employee is eligible. Example: If you completed 10 years in May 2020, an employee is eligible to accrue vacation to be banked
July 1, 2020 (beginning of 11th fiscal year).

- Banking Schedule (the amount of leave that can be banked is prorated if part-time):
  - Beginning with the 11th fiscal year, an employee is eligible to bank up to 40 hours of vacation or vacation carryover. The option to bank is offered immediately following the fiscal year in which an employee is eligible.
  - Beginning with the 25th fiscal year, an employee is eligible to bank up to 80 hours of vacation or vacation carryover. The option to bank is offered immediately following the fiscal year in which an employee is eligible.

If you elect to bank hours to ALRA, the vacation hours used will first come from any remaining vacation carryover you had as of June 30, 2020 (including those that were “lost” effective 7/1/20). If you allocated more unused vacation to ALRA than you had as vacation carryover, the additional hours to be banked will come from your vacation balance as of June 30.

Thank you,

Tara Barbosa
Payroll Lead Coordinator, UW-Shared Services Human Resources

432 North Lake Street, #105, Madison, WI 53706
608.262.9474 | 711 (Wisconsin Relay)

tara.barbosa@uwss.wisconsin.edu | uwss.wisconsin.edu