**Subject: New and Improved No Leave Taken Reporting**

As of June 27, 2021, there will be a new **No Leave Taken** **Reporting** process in the MyUW portal. As a reminder, No Leave Taken is reported when no leave (Vacation, Personal Holiday, Sick Leave, etc.) is taken in a given month.

The new process will provide a simplified, more efficient No Leave Taken reporting experience including one click reporting and a complete view of prior month submission statuses.

Please review the [Enter No Leave Taken Tipsheet](https://uwservice.wisconsin.edu/docs/publications/time-faasli-enter-no-leave-taken.pdf) for instructions on how to enter No Leave Taken submissions.

**Important Reminder**

Nine-month employees with a summer appointment will continue to report summer leave on the Summer Appt Leave Reporting page.

**Questions?**

[Email Support](mailto:serviceoperations@uwss.wisconsin.edu)  
[Submit a Request](https://uwservice.wisconsin.edu/help/webform/)  
[(888) 298-0141](tel:8882980141)  
[(608) 262-0600](tel:6082620600)

Thank you,

Service Operations  
UW-Shared Services