DIVISION OF STUDENT LIFE
Academic Staff Vacation/Leave Policy

Leave time is an important benefit enjoyed by academic staff. The university provides this time for staff to attend to personal pursuits and maintain a healthy life/work balance. The philosophy of the Division of Student Life encourages academic staff to use their vacation leave in the year it which it is appropriated for several reasons.

- First, any excess, unused vacation will be paid out from the department when the staff person separates from the university.
- Second, the use of carried over vacation requires colleagues to cover important responsibilities beyond what is normal. As a result, this creates stress on other staff. Beyond this, it diminishes staff contact time with students.
- Finally, we believe that taking vacation is an important component of maintaining every employee’s physical and mental health. Deferring vacation may come at a cost that reduces not only an employee’s productivity but also their well-being.

In addition to encouraging staff to use their vacation in the year it is earned, this memo addresses how carryover of leave time will be addressed in the event that it can be used by the end of the fiscal year it was awarded, which is typically June 30th.

- **Vacation**
  - University of Wisconsin System policy states that a staff member may accumulate a maximum of 352 hours of vacation after which no more vacation is awarded.
  - Consistent with UW System policy, University of Wisconsin –Madison policy states that vacation hours not used in a current fiscal year may be carried over into the following fiscal year. If the carryover time has not been used by the end of the second fiscal year, the hours are lost as of June 30th of the second year. (For example, hours accumulated during the 2014-15 fiscal year may be used until June 30th, 2016).
  - The divisional policy is consistent with both the UW System and UW-Madison policies. However, it is a divisional expectation that staff who carry over more than 60 hours of vacation will meet with their department director to discuss both how to use the carried over vacation and reduce future carry over. The
goal is to identify any factors that may be preventing vacation from being used in the year it is accrued.

- Academic staff, and limited appointees who have completed more than 10 years of continuous service in eligible appointments may, at their option, reserve up to 40 hours of vacation each year (prorated for part time) in an Annual Leave Reserve Account (ALRA).

- Personal floating holidays
  - Per UW System policy, accumulated floating and personal holidays expire at the end of each fiscal year. They cannot be carried over.

**Please note that this philosophy only pertains to academic staff members.**