

## **UNCLASSIFIED SICK LEAVE**

- New full-time employees are granted an initial entitlement of 22 working days (176 hours) of sick leave. After 18 months of service, employees with annual (12 month) appointments earn sick leave at the rate of one day per month and employees with academic (9 month) appointments earn sick leave at the rate of 6 days per semester.
- Except for the initial entitlement, sick leave may be taken only after it has been earned.
- Sick leave can be used when you cannot be present during your official schedule due to medical appointments, your own illness or injury or that of a family member who requires your care, or the death of a family member. State law and UW policy allows employees to use sick leave for time off for a birth or adoption.
- The [Federal and State Family Medical Leave Act \(FMLA\)](#) provides job-protected leave due to a serious medical condition.
- If you report completely, accurately, and in a timely manner, your unused sick leave accumulates from year to year without limit.
- Your unused sick leave balance is lost if you are laid off or terminate employment before retirement unless you have at least 20 years of WRS creditable service. However, it is restored if you return to a position that earns sick leave within three years.
- If you are laid off, you may use your sick leave credits to pay for State Group Health Insurance for up to five years.
- You may accumulate sick leave credits and at retirement convert their value to pay for the cost of your State of Wisconsin Group Health Insurance. For more information see "SICK LEAVE: A Valuable Benefit for Faculty and Academic Staff", a [slide presentation](#) on the web.

**For more information on sick leave policies please visit:**

<http://www.uwsa.edu/hr/upgs/upg10.pdf>

<http://www.uwsa.edu/hr/upgs/facqanda.htm>