The University of Wisconsin System
Interim Policy #1200- INTERIM 06

Title: Interim: University Staff Vacation and Personal Holiday Carryover

Original Issuance Date: October 8, 2020
Expiration Date: December 31, 2021

1. Interim Policy Purpose

Interim Policy 1200- Interim 05, Interim: Vacation, Compensatory Time and Personal Holiday Carryover, granted the ability to carryover leave balances scheduled to expire on June 30, 2020 and compensatory time balances scheduled for mandatory payout on April 30, 2020. This policy temporarily amends additional sections of two UW System Administrative policies to allow carryover of vacation and personal holidays scheduled to expire on December 31, 2020. This policy grants the same carryover privilege to employees working on a calendar year basis as was granted to employees working on a fiscal year basis.

2. Related Policies

- This policy temporarily amends section 4.D.1.b of UW System Administrative Policy 1210, Vacation, Paid Leave Banks, and Vacation Cash Payouts.
- This policy temporarily amends section 4.A.3.b.i of UW System Administrative Policy 1211, Personal Holiday and Legal Holiday Administration.
- This policy supplements and partially amends UW System Administrative Policy 1200- Interim 05, Interim: Vacation, Compensatory Time and Personal Holiday Carryover

3. Scope

This policy applies to all leave-eligible employees of the UW System, whose leave is allocated on a calendar year basis, except employees of UW-Madison.

4. Definitions

None listed.

5. Interim Policy Statement

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A. Vacation Time

I. For the duration of this interim policy, UW System Administrative Policy 1210- Vacation, Paid Leave Banks, and Vacation Cash Payouts, section 4(D)(1) is amended as follows:
   “c. Notwithstanding section (b) above, any unused vacation time carried over from calendar year 2019 into calendar year 2020 may be carried forward one additional calendar year. Vacation carried over in this manner must be utilized by December 31, 2021.

   d. Notwithstanding any institutional policies to the contrary, any amount of unused vacation time earned in calendar year 2020 may be carried over into calendar year 2021. Vacation carried over under this section must be used by December 31, 2021.”

B. Personal Holidays

UW System Administrative Policy 1200- Interim 05, Interim: Vacation, Compensatory Time and Personal Holiday Carryover, section 5(B) is rescinded and rewritten as follows:

I. For the duration of this interim policy, UW System Administrative Policy 1211- Personal Holiday and Legal Holiday Administration, section 4(A)(3)(b) is amended as follows:
   “v. Notwithstanding section (iii) above, any personal holiday hours earned in fiscal year 2020 by faculty, academic staff and limited appointees may be carried over, without limitation, into fiscal year 2021. Hours carried over under this section must be used by June 30, 2021 or they will be lost. Any personal holiday hours earned in calendar year 2020 by university staff may be carried over, without limitation, into calendar year 2021. Hours carried over by university staff under this section must be used by December 31, 2021 or they will be lost.”

6. Supplemental Documents

None listed.

APPROVED BY:

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