



Cooperative Extension Policy on Holiday Leave Benefits For Unclassified and Classified Staff

Overview:

The University grants paid leave benefits to eligible employee groups. Employees may earn vacation, sick leave and personal holidays in addition to nine legal holidays. This document clarifies use of holiday leave benefits for Cooperative Extension unclassified and classified staff and also clarifies the use of "floating" holidays and personal holiday leave.

Paid leave is authorized by § 230.35(4)(a) of the [Wisconsin Statutes](#), ch. ER 18 and UWS 19 of the [Wisconsin Administrative Code](#), the University of Wisconsin System [Unclassified Personnel Guidelines](#) (UPG #9 and #10), and the [UW Extension Unclassified Personnel Guideline #9](#).

Paid leave is a significant fringe benefit for University employees. Board of Regents policies are intended to provide uniformity and accountability for proper leave use and reporting across all UW institutions. Accurate leave reporting is part of the UW System's responsibility to the public and is essential to ensure the on-going availability of this valuable benefit.

A summary of your vacation benefits is provided at <http://www.uwsa.edu/hr/benefits/leave/vacation.htm>

A summary of your sick leave benefits is provided at www.uwsa.edu/hr/benefits/leave/sick.htm.

Summary of Eligibility for Leave Benefits (by employee group):

Note: This document describes leave benefits for full-time appointments. If you are employed on a part-time basis, your leave time is pro-rated consistent with your percentage of employment.

Unclassified staff: Faculty, academic staff and limited appointees who are paid on an annual pay-basis, and are expected to work at least one-third of what is considered full time employment (440 hours per year) for at least one year, earn vacation, legal holidays, personal holidays and sick leave.

Classified staff: Represented and non-represented classified employees earn paid vacation, legal holidays, personal holidays and sick leave. Generally, vacation, sick leave and holiday allotments for represented and non-represented classified employees are similar but you should refer to your collective bargaining agreement for paid leave information if you are a represented employee.

Ad hoc appointments and [Limited Term Employees](#) (LTes) are not eligible to accrue sick leave or earn vacation, holidays or other leave.

Paid Holidays for Unclassified and Classified Staff***: (continues on the next page)

State and university offices are closed on the following **LEGAL HOLIDAYS**:

1. January 1 (New Year's Day)*
2. The third Monday in January, day of observance for January 15 (Martin Luther King, Jr. Day)
3. The last Monday of May, day of observance for May 30 (Memorial Day)
4. July 4 (Independence Day)*
5. The first Monday in September (Labor Day)
6. The fourth Thursday in November (Thanksgiving Day)
7. December 24 (Christmas Eve Day)**

8. December 25 (Christmas Day)*
9. December 31 (New Year's Eve Day)**

* If these paid holidays fall on a Sunday, the following day is observed as a paid holiday. If these paid holidays fall on a Saturday, a "floating" paid holiday is credited (see description below).

** If these paid holidays fall on a Saturday OR a Sunday, a "floating" paid holiday is created (see description below).

*** To be eligible to be paid for a legal holiday as a classified staff employee, you must be in employment status on the holiday and do at least one of the following:

- Work on the holiday; or
- Be in pay status on the last scheduled work day immediately before the holiday; or
- Be in pay status on the first scheduled work day immediately following the holiday.

Use of "Floating" Paid Holidays:

Subject to workload demands and position responsibilities, unclassified staff can schedule use of a floating paid holiday any time during the fiscal year (July 1–June 30) in which it is credited. Classified staff can schedule use of a floating paid holiday any time during the calendar year (January 1–December 31) in which it is credited. A floating paid holiday is credited to an unclassified staff employee's leave account in the month in which it is generated/earned, e.g., a floating holiday for July 4th when it falls on a Saturday appears on the leave report in July. If an employee uses the floating paid holiday in advance of the pay period in which it is credited, a negative balance of floating paid holiday will appear on the employee's leave report until the actual crediting of the floating paid holiday occurs. In the event an employee's employment ends before the end of the appointment period, the University will recover the value of any floating holidays used but not yet credited. There are no provisions that allow employees to carryover floating holiday time into the next fiscal/calendar year.

Paid Holidays When Local Office Schedules Differ from State (Cooperative Extension policy adopted 10/25/2000):

Some offices where Cooperative Extension unclassified and classified staff work are located in local governmental or non-governmental buildings that observe paid holidays different from those observed by University of Wisconsin employees. This means that a building in which a Cooperative Extension office is located may be closed on a day that Extension staff as state/university employees are expected to report for work. When this occurs, a Cooperative Extension office is allowed to follow the holiday schedule observed in the building in which their offices are located. *However, the total number of paid holidays taken by Cooperative Extension employees cannot exceed the number of paid holidays authorized by the State of Wisconsin as noted above.* If the number of paid holidays observed at the local level exceeds the number of paid holidays allowed by State policy, Cooperative Extension employees may observe the holiday and must record the time away on their leave report as vacation, floating holiday, personal holiday (as defined below) or leave without pay (including furlough time off).

Cooperative Extension employees who are employed through a "traditional" contract with a county must similarly pro-rate and/or adjust their paid holiday schedule so that the amount of paid holidays observed does not exceed the amount allowed by State policy per their percentage of appointment as University employees.

"Personal" Holiday Leave:

As University employees, Cooperative Extension staff are credited with 36 personal holiday hours each fiscal (unclassified staff) or calendar year (classified staff). Part-time appointees receive a proportionate share consistent with their percentage of appointment, i.e., multiply 36 hours times the appointment percent and round to the next tenth. Personal holiday leave does not carry forward from year to year. Like

vacation and floating holidays, scheduling of personal holiday leave is subject to workload demands and personal responsibilities. Personal holidays are not pro-rated when employment ends before the end of the fiscal year (unclassified staff) or calendar year (classified non-probationary staff).

2010 and 2011 Schedule for Paid Holidays and Floating Holidays

Remaining State Holidays for 2010

Thursday, November 25, 2010 (fourth Thursday)	Thanksgiving
Friday, December 24, 2010	Christmas Eve
Saturday, December 25, 2010	Christmas Day (floating holiday generated*)
Friday, December 31, 2010	New Year's Eve

State Holidays for 2011

Saturday, January 1, 2011	New Year's Day (floating holiday generated*)
Monday, January 17, 2011 (third Monday)	Martin Luther King, Jr. Day
Monday, May 30, 2011 (last Monday)	Memorial Day
Monday, July 4, 2011	Independence Day
Monday, September 5, 2011 (first Monday)	Labor Day
Thursday, November 24, 2011 (fourth Thursday)	Thanksgiving
Saturday, December 24, 2011	Christmas Eve (floating holiday generated*)
Sunday, December 25, 2011	Christmas Day (holiday observed on 12/26/11)
Saturday, December 31, 2011	New Year's Eve (floating holiday generated*)

*Floating holiday that must be taken before the end of the fiscal year in which it is credited (for unclassified staff) or the end of the calendar year in which it is credited (for classified staff).