



## STATE OF WISCONSIN EMPLOYEE PAID LEAVE

Employees earn paid leave based on their full-time equivalency (FTE) at the beginning of each year. If you terminate employment or work less than your FTE through the year, vacation and legal holiday hours will be prorated. New hires are entitled to a prorated amount of vacation and based on their hire date.

| Vacation                    | Years of State Service  | Hours Entitlement (FSLA Non-Exempt) | Years of State Service | Hours Entitlement (FSLA Exempt) |
|-----------------------------|---|-------------------------------------|------------------------|---------------------------------|
|                             | 0 - 5 Years   | 104                                 | 0 - 5 Years            | 120                             |
|                             | 5 - 10 Years  | 144                                 | 5 - 10 Years           | 160                             |
|                             | 10 - 15 Years   | 160                                 | 10 - 15 Years          | 176                             |
|                             | 15 - 20 Years   | 184                                 | 15 - 20 Years          | 200                             |
|                             | 20 - 25 Years   | 200                                 | 20+ Years              | 216                             |
|                             | 25+ Years   | 216                                 |                        |                                 |
|                             | <ul style="list-style-type: none"> <li>Entitlements will be prorated in the following situations: <ul style="list-style-type: none"> <li>Part time employees</li> <li>Employees working less than their FTE.</li> <li>Based on last day in pay status when ending employment</li> <li>Adjusted for breaks in service.</li> </ul> </li> <li>This policy does not apply to Crafts/Trades Workers</li> </ul>   |                                     |                        |                                 |
| Sick Leave                  | Full time employees can earn up to five hours per pay period. A maximum of 130 hours per year (16.25 days). Sick leave is earned for every hour in pay status.  |                                     |                        |                                 |
| Personal Holidays           | 36 hours of personal holiday are given per calendar year. These hours expire at the end of the calendar year and do not carry over. <ul style="list-style-type: none"> <li>Personal holidays are pro-rated for part-time employees.</li> <li>Crafts workers are not eligible for personal holiday.</li> </ul>   |                                     |                        |                                 |
| Legal Holidays              | There are 9 legal holidays (72 hours) during the year: New Year's Day, Martin Luther King Jr. Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve. These hours expire at the end of the calendar year and do not carry over. <ul style="list-style-type: none"> <li>Legal Holiday entitlements will be prorated in the following situations: <ul style="list-style-type: none"> <li>Based on hire date</li> <li>Part time employees</li> <li>Employees working less than their FTE.</li> <li>Based on last day in pay status when ending employment</li> </ul> </li> </ul> |                                     |                        |                                 |
| Sabbatical                  | Eligibility is based on the amount of annual vacation hours earned and/or accumulating a sick leave balance of at least 520 hours at the end of the "B" pay period in October. Eligible unused vacation hours can be transferred into sabbatical hours and/or a cash payout. <ul style="list-style-type: none"> <li>Crafts workers are not eligible to convert vacation hours to sabbatical.</li> </ul>   |                                     |                        |                                 |
| Exam/Interview Time         | Permanent, classified employees completing interviews for transfer, demotion or promotional opportunities within state government are allowed up to 16 hours (up to two interviews) of paid leave time each calendar year to be used during an employee's regular scheduled work time.  |                                     |                        |                                 |
| Military Leave              | All employees are eligible for job-protected leave for active duty or required field training. Eligible employees will receive differential pay for up to 30 days per calendar year for duty or training lasting 3 days or more. Eligible employees will also receive up to 4 years of differential pay and eligible benefits if on active duty.  |                                     |                        |                                 |
| Jury Duty/Court Appearances | Employees will receive pay when impaneled as a jurist during their scheduled work hours. When not impaneled, employees must report back to work unless authorized by the appointing authority to be absent from work. Employees called as a witness regarding agency business will receive pay but must refuse all court and deposition fees.   |                                     |                        |                                 |
| Voting                      | An employee who is eligible to vote but is unable to vote outside of work hours shall be granted time off with pay not to exceed three consecutive hours upon approval from the appointing authority at least two working days prior to the election date.  |                                     |                        |                                 |

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| <b>Election Official Time Off</b>           | Paid leave time for employees who serve as an election official during standard office hours on a public, special, primary, or general election day.  |
| <b>Bone Marrow and Human Organ Donation</b> | Employees who request to serve as a bone marrow donor, may receive up to 5 workdays off with pay.<br>Employees who request to serve as a human organ donor, may receive up to 30 days off with pay.   |
| <b>Catastrophic Leave Program</b>           | This program helps support employees who need an extended, unpaid leave of absence due to illness/injury that incapacitates the employee or an immediate family member. Employees can donate certain types of paid leave to other employees granted an unpaid leave due to a catastrophic need.                           |
| <b>Bereavement Leave</b>                    | Sick leave may be used upon death of an immediate family member (defined per <a href="#">ER18.01(4)</a> )   |
| <b>Family Medical Leave (FMLA)</b>          | All employees who meet the eligibility requirements of 1,250 hours of state employment in the preceding 12 months (FMLA) and/or 1,000 hours of state employment in the preceding year (WFMLA) are eligible for up to 12 weeks of unpaid, job-protected leave each calendar year for specified family and medical reasons. |