

This summary is intended for regular status employees of UW Hospital and Clinics (UWHC) and does not apply to Temporary, Per-Diem, Employees-in-Training and Students. All time off is prorated based on FTE for part-time employees.

## Vacation

Regular employees receive vacation time on a calendar year basis. Vacation time for full-time employees is designated below and is prorated for part-time employees:

Years of Service	Days	Hours
0 – 5	16	128
6 – 10	19.5	156
11 -15	21.5	172
16 – 20	24.5	196
21 – 25	26.5	212
26+	29.5	236

- Employees may use three days (prorated based on FTE) within their probationary period (including any extensions).
- Exempt employees may carry over one year's accrual to the next year. Non-Exempt employees may carry over 40 hours. Carry over time must be used by December 31 of the following year.

## Sick Leave

UWHC employees earn sick leave time while in pay status at the following rates:

Employee Group	Accrual Rate
Exempt (Salaried) Employees	<ul style="list-style-type: none"> <li>Earn one day (8 hours) per month for a total of 12 days (96 hours) per year</li> <li>Prorated based on FTE</li> </ul>
Non-Exempt (Hourly) Employees	<ul style="list-style-type: none"> <li>Earn .04625 hour per each hour paid (not to exceed 4.44 hours per pay period)</li> <li>This totals 8 hours per month or 12 days (96 hours) per year based on 2080 hours paid</li> </ul>

**Sick leave** time should be used by employees for missing work for the following reasons:

- Personal illness/injury
- A doctor/dental appointment for the employee, employee's spouse/domestic partner or employee's dependents that cannot be scheduled outside of work hours
- While on an approved medical, family/medical or maternity/paternity leave of absence
- A family member, as defined in policy, requires temporary/emergency care
- For a death in the immediate family as defined in policy 9.40

Sick leave may not be used before it is earned. An employee's unused sick leave balance in a calendar year will roll-over into the next calendar year and will continue to accumulate.

Earned sick leave time may be used to pay for retiree health insurance if employee is enrolled in health insurance through UWHC at the time of retirement.

## Legal Holiday

UW Health recognizes the following eight legal holidays. To earn each legal holiday, an employee must be employed on the holiday and must be in pay status on either the last scheduled work day immediately before or the first scheduled work day immediately after the legal holiday occurs.

Holiday	Date Observed
New Year's Day	January 1
Martin Luther King, Jr. Day	3rd Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Thanksgiving	4th Thursday in November
Christmas Eve	December 24th
Christmas	December 25th

*While every effort has been made to ensure the accuracy of the information in this summary, in the event of discrepancy, current policy or administrative guidelines will prevail. Questions can be directed to Human Resources.*