

Current Policies #1:

Regarding Accumulation of Benefits During Unpaid Leave of Absence

SICK TIME

Accumulation of Paid Sick Time – Entitled Only

An employee utilizing paid sick time continues to accumulate sick time during the period of absence. However, an employee may or may not accumulate sick time while on an unpaid leave of absence as decided by the SCLS Director in the Director's sole discretion.

UNPAID LEAVES OF ABSENCE

Employee Benefits – Entitled Only

Credit toward vacation and sick leave may or may not be earned while an employee is on leave without pay, as decided by the SCLS Director in the Director's sole discretion. Insurance and retirement benefits may be retained, but may or may not be required to be paid in full by the employee as decided by the SCLS Director in the Director's sole discretion.

Recommended Policies:

SICK TIME

Accumulation of Paid Sick Time – Entitled Only

An employee utilizing paid sick time continues to accumulate sick time during the period of absence. **An employee may accumulate sick time while on an unpaid leave of absence only if the leave qualifies as FMLA leave. See Accumulation of Benefits During Unpaid FMLA Leave policy.**

UNPAID LEAVES OF ABSENCE

Employee Benefits – Entitled Only

Accumulation of Benefits During Unpaid Leave

For Entitled employees who are in a status of unpaid FMLA leave, the following benefits shall continue to be accrued during leave:

Sick Time: Will continue to be accrued and earned monthly, during the FMLA leave, at the rate it was accrued prior to leave.

Holidays: Will continue to be accrued and earned during FMLA leave based on the scheduled hours prior to leave.

This ONLY applies to unpaid leaves of absence that qualify for FMLA. This does not apply to an unpaid leave of absence that is not FMLA. Employees on unpaid leave of absence that is not FMLA will not accrue or earn sick time or holiday pay while on leave.

Once the employee returns from unpaid FMLA leave status, and resumes a regular work schedule, sick time and holiday pay will then be accrued and earned at a rate based on the employee's current work schedule upon return to work.

For Entitled employees who are in a status of unpaid leave (FMLA or not), the following benefits shall NOT continue to accrue:

Vacation Time: Will not be earned or accrued during any form of unpaid leave of absence, FMLA or not FMLA.

Personal Time: Will not be earned or accrued during any form of unpaid leave of absence, FMLA or not FMLA.

Once the employee returns from unpaid leave status, and resumes the employee's regular work schedule, vacation and personal time may be issued to the employee for the remainder of the calendar year, based on the employee's schedule upon return to work, and pro-rated for the portion of the calendar year remaining.

Insurance and retirement benefits may be retained while an employee is on leave without pay (whether FMLA or not FMLA), but may or may not be required to be paid in full by the employee as dictated by existing FMLA, Department of Employee Trust Funds (ETF), and Wisconsin Retirement System (WRS) regulations.

Current Policy #2:

Regarding the Step System and Change of Employment or Change of Position.

SALARY AND WAGE COMPENSATION

Step System

There is a step system created for most SCLS employee classifications. Employees typically begin at the base step and advance through the steps according to the schedule for each building, subject to satisfactory or better performance evaluations. These steps are intended to reward satisfactory job performance and increased skills and knowledge,

not simply longevity. Pay adjustments for the SCLS Director and temporary employees (LTEs) will be determined and approved by their respective supervisors.

Recommended Policy:

Step System

There is a step system created for most SCLS employee classifications. Employees typically begin at the base step and advance through the steps according to the schedule for each building, subject to satisfactory or better performance evaluations. These steps are intended to reward satisfactory job performance and increased skills and knowledge, not simply longevity. Pay adjustments for the SCLS Director and temporary employees (LTEs) will be determined and approved by their respective supervisors.

Change of Employment

In the event an employee changes from an Entitled position to a Non-Entitled or LTE position, or from a Non-Entitled or LTE position to an Entitled position, the start date of the employee's new position shall be the new start date used for the step system, the new position's applicable steps, and any advancement through the steps and/or step increases in pay. Placement within the step system for the reclassification will be determined by the department supervisor and/or the System Director.

Current Policy #3:

VACATION TIME

Regarding Tracking and Use of Carried Over Vacation Hours

End of Year Carry Over – Entitled Only

Vacation totaling no more hours than five of the employee's average work days may be carried forward into a new year. Unused vacation in excess of this amount (except in case of extraordinary circumstances and with the specific permission of the System Director) will be transferred to accumulated sick leave or lost. Employees hired in July- December of the preceding calendar year shall be afforded an opportunity to take vacation earned during the preceding calendar year in addition to their vacation for the current year.

Recommended Policy:

End of Year Carry Over – Entitled Only

Vacation totaling no more hours than five of the employee's average work days may be carried forward into a new year. Carried over vacation hours will be tracked separately and must be used first in the new year. Unused vacation in excess of this amount (except in case of extraordinary circumstances and with the specific permission of the System Director) will be transferred to accumulated sick leave or lost. Employees hired in July-December of the preceding calendar year shall be afforded an opportunity to take vacation earned during the preceding calendar year in addition to their vacation for the current year.

Current Policy #4:

Regarding Vacation Time Accrual for Entitled Hourly Employees

Time Granted – Entitled Only

Entitled hourly employees will be granted annual vacations according to the following schedule:

1-5 consecutive years of service	10 work days
6-10 consecutive years of service	15 work days
11+ consecutive years of service	20 work days

Scheduled increases to vacation time will begin the month following the employees' 5-year and 10-year anniversary dates and are calculated on a pro-rated basis from the employee's benefitted date of hire.

Recommended Policy:

Time Granted – Entitled Only

Entitled hourly employees will be granted annual vacations according to the following schedule:

1-5 consecutive years of service	10 work days
6-10 consecutive years of service	15 work days
11-15 consecutive years of service	20 work days
16+ consecutive years of service	25 work days

Scheduled increases to vacation time will begin the month following the employees' 5-year, 10-year and 15-year anniversary dates and are calculated on a pro-rated basis from the employee's benefitted date of hire.