

(e) The following table prorates vacation to the nearest  $\frac{1}{4}$  day on the basis of an employee's vacation rate for the fractional part of a month worked:

**VACATION DAYS EARNED FOR FRACTIONAL PART OF MONTH**

Beginning Employee				Ending Employee			
Beginning Date of Month	Days Earned			Ending Date of Month	Days Earned		
	2 weeks	3 weeks	4 weeks		2 weeks	3 weeks	4 weeks
1- 5-----	10/12	15/12	20/12	1- 5-----	0	0	0
6-10-----	8/12	12/12	16/12	6-10-----	2/12	3/12	4/12
11-15-----	6/12	9/12	12/12	11-15-----	4/12	6/12	8/12
16-20-----	4/12	6/12	8/12	16-20-----	6/12	9/12	12/12
21-25-----	2/12	3/12	4/12	21-25-----	8/12	12/12	16/12
26-31-----	0	0	0	26-31-----	10/12	15/12	20/12

After computing in twelfths the total vacation earned, divide by 12 to determine full days and apply the remaining fraction to the following schedule:

Remaining Fractions	Vacation Credit Conversion
1/12-----	0
2/12, 3/12 or 4/12-----	$\frac{1}{4}$ Day
5/12, 6/12 or 7/12-----	$\frac{1}{2}$ Day
8/12, 9/12 or 10/12-----	$\frac{3}{4}$ Day
11/12-----	1 Day

(6) WHEN VACATION MAY BE TAKEN. In determining vacation schedules the appointing officer shall respect the wishes of the eligible employes as to the time of taking their vacation insofar as the needs of the service will permit. Vacation allowance shall be taken during the vacation year except that employes who are required by their appointing officer to defer all or a part of their vacation for a given vacation period may be permitted to take it within the first 6 months of the ensuing vacation year.

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**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64.

**Pers 18.03 Sick Leave.** (1) EMPLOYEES WHO EARN SICK LEAVE. All classified employes shall earn sick leave except:

- (a) Emergency employes.
- (b) Provisional employes.
- (c) Limited term employes.

(2) ACCRUAL OF SICK LEAVE. (a) Sick leave shall accrue at the rate of one day of sick leave for each calendar month of service. Sick leave allowance shall be accumulated in the employe's base sick leave account until a maximum of 60 days has accrued.

(b) Sick leave credits in any given year shall not be earned for any period of absence without pay or time otherwise not worked or paid for except that for administrative purposes any approved absence or absences totaling 30 calendar days or less in a calendar year may be disregarded.

(c) Unused sick leave in excess of 60 days shall accumulate in the employe's reserve sick leave account. No sick leave shall accrue in the reserve account unless the 60 day maximum is maintained in the base account.

(d) Sick leave shall not be used until it has been accrued.

(3) **USE OF SICK LEAVE.** The formal use of sick leave shall be charged to the base account. In the event of extended illness sick leave taken shall be charged to the base account until that is exhausted. Sick leave in the reserve account may be used only upon recommendation of the employes' appointing officer and with the approval of the director.

(4) **ELIGIBILITY FOR SICK LEAVE.** (a) Each permanent classified employe, employe serving his probationary period and seasonal employe who has earned sick leave credits shall be eligible for sick leave for any period of absence from employment which is due to his illness, bodily injury, exposure to contagious disease, attendance upon members of his immediate family (employe's parents, wife, husband, children, brother, sister or another member of the immediate household) where employe's presence is required or death in the immediate family of the employe or his spouse. The department has the duty to require that the employe make other arrangements, within a reasonable period of time, for the attendance upon children or other persons in his care.

(b) An appointing officer may require a medical certificate to justify the granting of sick leave.

(5) **EFFECT OF TERMINATION OF EMPLOYMENT.** Previously accumulated sick leave shall not be terminated by absence on approved leave as provided in these rules. Separation from the service by resignation, retirement, or for cause as provided in section 16.24, Wis. Stats. shall cancel all unused accumulated sick leave allowance. Whenever a permanent employe is laid off due to lack of work or funds, any unused accumulated sick leave allowance shall continue in effect, if he is rehired by any department within one year.

(6) **TABLE FOR PRORATING SICK LEAVE.**

Beginning Employe		Ending Employe	
Beginning Date	Days Earned	Ending Date	Days Earned
1- 8.....	1	1- 8.....	0
9-23.....	$\frac{1}{2}$	9-23.....	$\frac{1}{2}$
24-31.....	0	24-31.....	1

**History:** Cr. Register, June, 1964, No. 102, eff. 7-1-64; am. (3), Register, September, 1965, No. 117, eff. 10-1-65.

**Pers 18.04 Other provisions relating to vacation and sick leave. (1) VACATION OR SICK LEAVE ON HOLIDAYS.** In the event that a holiday falls on a regular work day within the week or weeks taken as vacation or sick leave, such holiday shall not be charged as vacation or sick leave. For any day on which work is suspended, such suspension shall not be construed to extend any vacation or sick leave to an employe in such status at the time.