

Chapter ER-Pers 18

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Note: Chapter Pers 18 was renumbered Chapter ER-Pers 18, effective March 1, 1983.

ER-Pers 18.01 Definition. Leave of absence means absence from employment with the approval of the appointing authority in accordance with the appropriate statutory provision or rule. Throughout these rules the term "month" means a calendar month or the period from a given date in one month through the date preceding the given date in the following month.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 18.02 Annual leave of absence. (1) **EMPLOYES WHO EARN ANNUAL LEAVE OF ABSENCE.** All employes shall earn annual leave of absence without loss of pay except limited term employes, including provisional employes.

(2) **CONTINUOUS SERVICE.** Continuous service shall include all the time the employe has been in continuous employment status in a permanent, seasonal, sessional, or unclassified position, excluding those positions listed in s. 230.08 (2) (j) and (k), Stats. The continuous service of an employe eligible for annual leave shall not be considered interrupted if the employe:

(a) Was on an approved leave of absence.

(b) Left the service through resignation or layoff and is reemployed within 3 years, subject to the following:

1. Employment prior to leaving the service and upon returning to the service within 3 years must be in a permanent, seasonal, sessional or unclassified position that generates continuous service.

2. Any return to service following termination for cause is deemed to not be a qualifying reemployment under this provision, even though the return is within the 3 year period.

(c) Was serving a project appointment under s. ER-Pers 34.06 (5).

(d) Was absent on military leave.

(e) Was absent due to injury or illness arising from state employment and covered by the worker's compensation act, or s. 230.36, Stats.

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(f) Was a career executive employe or employed under s. 20.923 (4), (8) or (9), Stats., who left the service and returned to state employment as a career executive or in any such enumerated position regardless of the duration of absence. See s. 230.35 (1m) (f), Stats.

(g) Was on temporary layoff under s. ER-Pers 22.14.

(3) COMPUTING YEARS OF SERVICE. Except for unclassified positions listed in s. 230.08 (2) (j) and (k), Stats., in determining the number of full years of service completed, credit shall be given for all time in employment status in a permanent, seasonal, sessional or unclassified position, including but not limited to time while on an approved leave of absence, military leave, leave to serve in the unclassified service, leave for absence due to injury or illness arising out of state employment and covered by the worker's compensation under ch. 102, Stats., or s. 230.36, Stats., or layoff and reemployment within 3 years. Only the most recent period of continuous service may be counted in determining an employe's length of continuous service. Employes subject to s. ER-Pers 18.02 (4) (b), shall be deemed to have completed one full year of service for each such seasonal, sessional or other part-time annual period of service in computing years of continuous service. The provisions of this section regarding credit for leaves of absence other than military leave, leave to serve in the unclassified service or leave for absence due to injury or illness arising out of state employment and covered by the worker's compensation under ch. 102, Stats. or s. 230.36, Stats., shall apply only to persons who return from an approved leave of absence on or after April 9, 1976. There shall be no adjustment to length of service credits for approved leaves or portions thereof taken prior to April 9, 1976.

(a) For continuous service provisions for project employes, see s. ER-Pers 34.06.

(b) The length of time between an employe's resignation and reemployment under sub. (2) (b), shall not be counted in computing years of continuous service.

(4) ELIGIBILITY. After completion of the first 6 months of employment in a position other than limited term in the classified or unclassified service, employes shall be granted non-cumulative annual leave based on accumulated continuous state service as follows:

(a) *Permanent or project employes.* Annual leave shall be based upon accumulated continuous state service and earned at the rate for each year as shown in the following table:

ANNUAL LEAVE RATE FOR FULL YEAR OF SERVICE

Years of Service	Hours Earned Each Year
During First 5	80
5+ to 10	120
10+ to 15	136
15+ to 20	160
20+ to 25	176
25 & Over	200

(b) *Seasonal, sessional, school year and part-time employes.* Employes who are regularly employed for less than 2088 hours per year shall be granted prorated annual leave consistent with par. (a).

(c) *Career executives and certain executive salary schedule employes.* Annual leave for career executives, as provided under ch. ER-Pers 30, and persons included under s. 20.923 (4), (8) and (9), Stats., shall be based upon accumulated continuous service and earned at the rate shown in the following table:

ANNUAL LEAVE RATE FOR FULL YEAR OF SERVICE

Years of Service	Hours Earned Each Year
During First 5	120
5+ to 10	160
10+ to 15	176
15+ to 20	200
20 & Over	216

(5) **COMPUTING ANNUAL LEAVE.** (a) Annual leave credits in any given year shall not be earned for any period of absence without pay.

(b) Annual leave for employes covered in subs. (4) (a), (b), (c) and persons included under s. 20.923 (4), (8) and (9), Stats., shall be prorated during the calendar year in which the rate of earning changes.

(c) Upon termination of employment, death, or retirement other than disability retirement, annual leave shall be prorated and payment for unused leave for which an employe is eligible under sub. (4) shall be made in a separate lump sum amount.

(d) The amount of annual leave earned by an employe during a calendar year is based upon the following tables:

Computations on an hour-for-hour basis can be obtained by using the following:

<u>ANNUAL LEAVE RATE</u>	<u>CONVERSION FACTOR</u>
80 hr. rate	.038314 per hour
120 hr. rate	.057471 per hour
136 hr. rate	.065134 per hour
160 hr. rate	.076628 per hour
176 hr. rate	.084291 per hour
200 hr. rate	.095785 per hour
216 hr. rate	.103448 per hour

MONTHLY CONVERSION TABLEANNUAL LEAVE

Hours Earned Per Full Month Worked, By Annual Leave Rate*

Full Months Worked	ANNUAL LEAVE RATE						
	80 Hrs.	120 Hrs.	136 Hrs.	160 Hrs.	176 Hrs.	200 Hrs.	216 Hrs.
1	6.67	10.0	11.33	13.33	14.67	16.67	18.00
2	13.33	20.0	22.67	26.67	29.33	33.33	36.00
3	20.00	30.0	34.00	40.00	44.00	50.00	54.00
4	26.67	40.0	45.33	53.33	58.67	66.67	72.00
5	33.33	50.0	56.67	66.67	73.33	83.33	90.00
6	40.00	60.0	68.00	80.00	88.00	100.00	108.00
7	46.67	70.0	79.33	93.33	102.67	116.67	126.00
8	53.33	80.0	90.67	106.67	117.33	133.33	144.00
9	60.00	90.0	102.00	120.00	132.00	150.00	162.00
10	66.67	100.0	113.33	133.33	146.67	166.67	180.00
11	73.33	110.0	124.67	146.67	161.33	183.33	198.00
12	80.00	120.0	136.00	160.00	176.00	200.00	216.00

* Hours earned per full month worked = Appropriate conversion factor x hours in calendar year.

When more than one rate is involved, all columns should be totaled and rounded to the nearest whole hour, since the automated leave accounting system operates on an hourly rate basis.

(6) **EMPLOYEE OPTION.** Pursuant to s. 230.35 (1), Stats., an employee eligible for 200 hours annual leave each year may elect to receive up to 40 hours of such benefit among one or more of the options listed below. In the year in which the 25th year of service is reached, the number of hours of leave available for utilization under the options listed below shall be prorated. Options available for use under this section are:

(a) Annual leave during the year earned or as authorized pursuant to sub. (7).

(b) Cash payment during the year earned at the employee's base pay rate exclusive of any supplementary compensation as of the last day of the payroll in the calendar year.

(c) Credit for a combined termination/sabbatical leave plan with such credit being accumulated without limitation. Sabbatical leave means an extended leave requested by the employee and approved by the appointing authority.

(6m) **CAREER EXECUTIVE OPTION.** (a) Pursuant to s. 230.35 (1m) (b), (c) and (d), Stats., career executive employees and persons under s. 20.923 (4), (8) and (9), Stats., who are at the 160 and 176 hour or the 200 and 216 hour annual leave rate may, at their option, elect to receive up to 40 or 80 hours respectively of such benefit among one or more of the following options each year:

1. As annual leave during the year earned or as authorized pursuant to sub. (7).

2. As credit for a combined termination/sabbatical leave plan with such credit being accumulated without limitation. Sabbatical leave

means an extended leave requested by the employe and approved by the appointing authority.

(b) Such employes or persons at the 200 and 216 hour leave rate may elect each year to receive up to 40 hours thereof in cash payment during the year earned.

(7) **WHEN ANNUAL LEAVE MAY BE TAKEN.** In determining annual leave schedules, the appointing authority shall respect the wishes of the eligible employes as to the time of taking their annual leave insofar as the needs of the service will permit. Annual leave allowance shall be taken during the calendar year except as follows:

(a) Employes who request and receive approval from their appointing authority or who are required by their appointing authority to defer all or part of their annual leave for a given calendar year shall be permitted to take it within the first 6 months of the ensuing calendar year.

(b) However, employes who are unable to take unused annual leave as provided in (a) above due to their work responsibilities shall be granted an additional 6 month extension of time in which to use such annual leave. Any such extension shall be approved by the appointing authority. Any such authorized leave credits, carried over from the previous calendar year, shall be dropped as of December 31 of the following calendar year. This paragraph shall not apply to any carried over leave credited under subs. (6) (c) and (6m) (a).

(c) Employes completing an original probationary period during the first 6 months of the calendar year shall have the remainder of the calendar year in which to use annual leave earned in the previous year.

(d) Employes completing an original probationary period during the last 6 months of the calendar year shall have the remainder of the calendar year and the first 6 months of the following calendar year in which to use annual leave earned in the previous year.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (4) (intro. par.), (5) (a), (b) and (c) and (7) (b), r. and recr. (5) (d), cr. (2) (f), (4) (d) and (6m), Register, September, 1975, No. 237, eff. 10-1-75; r. (2) (a), renum. (2) (b) to be (2) (a), renum. (2) (c) to be (2) (b) and am.; am. (2) (e), (3), (4) (a), (5) (b) and (d), Register, December, 1976, No. 252, eff. 1-1-77; am. (1), (2) (intro.), (b) (intro.), (e) and (f), (3), (4) to (6m), (7) (intro.) and (h), cr. (2) (c), (7) (c) and (d), Register, February, 1981, No. 302, eff. 3-1-81; am. (1), (2) (f), (4) (b), (5) (c) and (7) (a), cr. (2) (g), Register, February, 1983, No. 326, eff. 3-1-83.

ER-Pers 18.03 Sick leave. (1) **PERSONS WHO EARN SICK LEAVE.** Pursuant to s. 230.35 (2), Stats., all persons in the employ of the state shall earn sick leave under this rule except:

(a) Limited term employes under s. 230.26 (4), Stats.;

(b) Members of the organized militia referenced under s. 20.923 (6) (c), Stats.;

(c) Members of the university of Wisconsin system faculty and academic staff referenced under s. 36.05 (1) and (8), Stats., except those identified under s. 20.923 (4) and (8), Stats.; and

(d) Those employes referenced in s. 230.08 (2) (j) and (k), Stats.

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(2) ACCRUAL OF SICK LEAVE. (a) Sick leave credit shall accrue at the rate of .05 hour for each hour in pay status, not to exceed 4 hours in any biweekly pay period.

(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 without pay totaling 4 work hours or less in any biweekly pay period will be disregarded. This paragraph does not apply to persons on temporary layoff under s. ER-Pers 22.14 who shall earn sick leave credits at the rate specified under par. (a) for the time spent on such temporary layoff.

(c) Unused sick leave shall accumulate from year to year in the employee's sick leave account pursuant to s. 230.35 (2), Stats.

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

(3) ACCOUNTING FOR USE OF SICK LEAVE. The use of sick leave shall be charged to the employee's account by the appointing authority.

(4) ELIGIBILITY FOR AND USE OF SICK LEAVE. (a) Each employe who has earned sick leave credits shall be eligible to use sick leave for periods of absence from employment which are due to illness; immediate family or personal medical or dental appointments which cannot be scheduled at times other than during working hours; bodily injury; maternity; exposure to contagious disease; attendance upon members of the immediate family where the employe's presence is required; or death in the immediate family of the employe or spouse. For use in this section, "immediate family" means: parents, step-parents, grandparents, foster parents, children, step-children, grandchildren, foster children, brothers and their spouses, sisters and their spouses, of the employe or spouse; the spouse; aunts and uncles, sons-in-law or daughters-in-law of the employe or spouse; and other relatives of the employe or spouse providing they reside in the same household of the employe. Employes may use accrued sick leave for temporary emergency care of ill or injured members of the immediate family as defined above for a limited period of time to permit the employe to make other arrangements. Use of sick leave for temporary emergency care of immediate family members is limited to 5 work days for any one illness or injury; however, the use of sick leave may be extended to cover unusual circumstances provided prior approval is obtained from the appointing authority.

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

(5) SICK LEAVE CREDIT CONTINUATION. (a) Previously accumulated sick leave shall not be canceled by absence on approved leave as provided in these rules. Termination from the service for cause as provided in s. 230.34 (1) (a), Stats., shall cancel all unused accumulated sick leave. Whenever a person who is an employe with permanent status in class is laid off due to lack of work or funds, or resigns, any unused accumulated sick leave credit shall remain on record and be restored if the person is reemployed in a classified position, other than on a limited term employment basis, within 3 years.

(b) For restoration of sick leave credits for employes serving in career executive positions or positions designated in s. 20.923 (4), (8) and (9), Stats., see s. 230.35 (2), Stats.

(c) For provisions regarding sick leave conversions credit at the time of retirement or in event of death, see s. 40.05 (4), Stats.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (1), (2) (a) and (b) and (6), Register, September, 1975, No. 237, eff. 10-1-75; am. (1) and (7), Register, December, 1976, No. 252, eff. 1-1-77; am. (1), (2), (3) and (4) (a), r. (4) (c) and (7), renum. (5) to be (6) (a) and am., cr. (5) (b), renum. (6) to be (5) (c) and am. Register, February, 1981, No. 302, eff. 3-1-81; am. (2) (a) and (b) and (5) (c), Register, February, 1983, No. 326, eff. 3-1-83.

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

(2) **TRANSFER OF CREDITS.** Whenever an employe eligible for annual leave or sick leave terminates from the service of one employing unit and accepts, by an approved personnel action, employment in a position in another employing unit in which the employe earns annual leave or sick leave, obligations for any accumulated and unused annual leave and sick leave allowance which can be carried over between positions shall be assumed by the new employing unit. This section also applies to sick leave credits for unclassified faculty and academic staff of the university of Wisconsin system who take employment in a classified position within the system or with another state agency. The transfer of faculty and academic staff sick leave will be authorized, providing the total number of days accrued under the university of Wisconsin system faculty and academic staff sick leave policies does not exceed the maximum number of equivalent hours which could have been accumulated under the accrual schedule contained in s. ER-Pers 18.03 (2) (a).

(3) **EFFECT OF CLASSIFICATION CHANGES.** Promotion, demotion or change in classification of the position held by an employe shall not cause the employe to forfeit or lose earned annual leave or sick leave rights or privileges.

(4) **EFFECT OF LEAVING STATE SERVICE UPON PAYROLL STATUS.** Pursuant to s. 230.35 (1) (m), Stats., an employe not on an approved leave of absence or on temporary layoff under s. ER-Pers 22.14 shall have the employe's last day on the payroll be the date the employe was last physically present for work for the purposes of determining annual leave and sick leave earned. As used in this section, approved leave of absence shall not include annual leave except for such leave granted in accordance with the provisions of s. ER-Pers 18.02 (6) (c) and (6m) (a) 2.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (2) and cr. (6), Register, September, 1975, No. 237, eff. 10-1-75; am. (2) and (3), r. (4), renum. (5) to be (4) and am. Register, February, 1981, No. 302, eff. 3-1-81; am. (4), Register, February, 1983, No. 326, eff. 3-1-83.

ER-Pers 18.05 Leave without pay. (1) **WHEN GRANTED.** (a) *Formal leave.* Any classified employe, other than an employe serving a limited term or project appointment, may request a leave of absence without pay for a period not to exceed one year. Such leave may be granted by

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the appointing authority when it will not result in prejudice to the interests of the state as an employer beyond any benefits to be realized upon the employee's return to the service. A leave of absence may be extended on a year to year basis for an additional 2 years with the approval of the appointing authority. No formal leave of absence shall exceed 3 years except as provided under s. ER-Pers 34.03 (2).

(b) *Leave to serve in unclassified position.* See s. 230.33, Stats.

(c) *Summer leave.* Employees whose services are not required at institutions or schools during a summer recess shall be considered to be on leave of absence without pay.

(d) *Maternity leave.* Maternity leaves of absence without pay shall be granted for a period of time requested by the employee, up to, but not exceeding, 6 months. Upon request of the employee, maternity leave of absence may be extended or renewed by the appointing authority for another period of time, not to exceed 6 months.

(e) *Paternity leave.* Paternity leaves of absence without pay may be granted for a period of time up to, but not exceeding, 6 months.

(f) *Adoption leave.* Employees may be granted a leave of absence without pay for adoption or pre-adoptive foster care for a period of time up to, but not exceeding 6 months.

(2) **RIGHTS UPON RETURN FROM LEAVE OF ABSENCE.** A properly executed leave of absence without pay shall, on the expiration thereof or sooner if agreeable to the appointing authority, accord a classified employee the right to be returned to the employee's position or to a position in the same or counterpart pay range for which the employee is qualified to perform the work after being given the customary orientation provided for newly hired workers in such positions. If it is found necessary to fill the position during the interim, and there is no other position in the same or counterpart pay range vacant, or if the position has been abolished through legislation or material reorganization of the agency, the employee shall be given consideration for any vacant position in the same or counterpart pay range for which the employee is qualified to perform the work after being given the customary orientation provided for newly hired workers. If no such vacant position exists, the employee shall be treated as if he or she had been restored to the previous position, and the provisions for making layoffs under ch. ER-Pers 22, shall apply. Such leaves without pay shall not operate to interrupt the seniority or cancel the unused accumulated sick leave of the absent employee. Pay upon return from such leaves of absence shall be determined in accordance with s. ER-Pers 29.03 (7) (c).

(3) **ABSENCE WITHOUT LEAVE.** Any absence of an employee that is not authorized under these rules shall be considered as an absence without leave. Any such absence may be grounds for disciplinary action.

(4) **FAILURE TO RETURN FROM LEAVE.** See s. ER-Pers 21.03. The date the leave of absence expires shall be considered the last day worked.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (1) (b) and cr. (1) (d), Register, September, 1975, No. 237, eff. 10-1-75; am. (2), Register, December, 1976, No. 262, eff. 1-1-77; r. (1) (a), renum. (1) (b) to be (1) (a) and am., cr. (1) (b), (e) and (f), r. and recr. (1) (d), am. (2), cr. (4), Register, February, 1981, No. 302, eff. 3-1-81; am. (1) (a) and (d) and (2), Register, February, 1983, No. 326, eff. 3-1-83.

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ER-Pers 18.06 Leave with pay due to work-related injury. Certain employes unable to work due to injuries incurred in line of duty and hazardous employments shall continue to receive their salaries, according to the provisions of s. 230.36, Stats. and ch. ER-Pers 28.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 18.07 Holidays. (1) **LEGAL HOLIDAYS.** See s. 230.35 (4) (a) to (c), Stats. In order to carry out the intent of s. 230.35 (4) (c), Stats., to grant employes legal holidays, an employe shall be granted:

(a) Equivalent compensatory time off when the legal holiday falls on the employe's regularly scheduled day off.

(b) Compensatory time off at a rate of one and one-half times the number of hours worked, or a cash payment, at a rate of one and one-half times the employe's regular rate for each hour the employe is assigned to work on a holiday enumerated in s. 230.35 (4) (a) 1. to 6., 8. and 9., Stats. In addition, such working employe also receives the holiday off at a later date.

1. Regular rate is defined in the compensation plan under s. 230.12 (6), Stats.

2. Compensatory time off shall be scheduled at the discretion of the appointing authority who may permit such time to be anticipated and used on the same basis as annual leave, as provided under s. ER-Pers 18.02 (7).

3. The amount of compensatory time, recorded at the time and one-half rate specified in (b) above, not scheduled and used within the first 6 months of the ensuing calendar year, shall be paid in cash at the employe's current rate. Any such payment shall be made prior to the administrative date established under s. 230.12 (8), Stats.

(2) **ELIGIBILITY FOR HOLIDAYS.** To be eligible for any holiday with pay, an employe must work or be in pay status on the last scheduled work day immediately preceding or the first scheduled work day immediately following the holiday. In the event an employe is on leave, the employe, to qualify for the holiday with pay, must be in pay status on the last scheduled work day immediately preceding or the first scheduled work day following such leave of absence during which the holiday occurs. Employes who are regularly employed for less than 80 hours per biweekly pay period shall be granted a prorated amount of paid legal holiday time.

(3) **PERSONAL HOLIDAYS.** See s. 230.35 (4) (d), Stats. Employes who are regularly employed for less than 80 hours per biweekly pay period shall be granted a prorated amount of paid personal holiday time. Upon termination, payment for any unused personal holidays shall be made as provided under s. 230.35 (1) (m), Stats.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (1) (b) and (2), Register, September, 1975, No. 237, eff. 10-1-75; am. (1) (b), Register, December, 1976, No. 252, eff. 1-1-77; am. (1), renum. (2) to be (3) and am., cr. (2), Register, February, 1981, No. 302, eff. 3-1-81; am. (1) (intro.), (b) (intro.) and 1., (2) and (3), Register, February, 1983, No. 326, eff. 3-1-83.

ER-Pers 18.08 Military service. (1) **NATIONAL GUARD, STATE GUARD, RESERVE CORPS.** Attendance at duly ordered military and naval schools,

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annual field training and naval exercises. See ss. 230.35 (3) and 21.14, Stats.

(2) **ACTIVE SERVICE.** See s. 230.32, Stats.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. (1), Register, December, 1976, No. 252, eff. 1-1-77; am. Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 18.09 Civilian service. Service during a period officially proclaimed to be a national emergency or limited national emergency. See s. 230.32 (1), Stats.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 18.10 Jury service. As provided in s. 230.35 (3) (c), Stats., employes, except those on limited term appointment, summoned for grand or petit jury service shall be entitled to leave with pay. However, when not impaneled for actual service and only on call, the employe shall report back to work unless authorized by the appointing authority to be absent from the work assignment.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 18.11 Unclassified service. Employes in the classified service appointed to positions in the unclassified service. See s. 230.33, Stats.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 18.12 Worker's compensation. For provisions relating to earning and use of sick leave and vacation. See ch. ER-Pers 28.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, September, 1976, No. 237, eff. 10-1-76; am. Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 18.13 Voting time. Pursuant to ss. 6.76 and 230.35 (4) (e), Stats., an employe who is eligible to vote but is unable to vote during nonworking hours may be granted time off with pay for not to exceed 3 consecutive hours upon written application to the employe's appointing authority at least 2 work days prior to the election date. Such application shall state the need and the amount of reasonable time off required to exercise this right. If granted, the appointing authority may designate the time of day that the employe shall be allowed the time off.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 18.14 Leaves of absence for promotional examinations and interviews. Each employe with permanent status in class shall be eligible for and may request up to 16 hours paid leave time each calendar year for the purpose of competing in no more than 2 Wisconsin State Civil Service examinations which could make the employe eligible for promotion and for participating in employment interviews in connection with such examinations when such examinations and interviews are conducted during an employe's scheduled work time. Employes shall be granted such requests provided due notice has been given by the employe and work coverage will not be interrupted. Such time shall not exceed the number of hours reasonably required to attend such examinations and interviews, including travel time. Leave time for more than 2 examinations in each calendar year and interviews in connection with

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such examinations may be granted to employees at the discretion of the appointing authority.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; r. and recr. Register, February, 1981, No. 302, eff. 3-1-81.

ER-Pers 18.15 Leave of absence for military preinduction physical examination. See s. 230.35 (3) (b), Stats.

History: Cr. Register, October, 1972, No. 202, eff. 11-1-72; am. Register, February, 1981, No. 302, eff. 3-1-81.