

**Vacation Option Election  
Wisconsin Building Trades**

Employee Name:	Empl ID:	Empl Rcd#:
Business Unit:	Business Address:	

The Building Trades Contract allows Craftworkers to elect an additional 40 or 80 hours of vacation. If the additional vacation hours are elected they are issued at a lower adjusted prevailing state rate. The additional 40 or 80 hours are prorated based on the Full Time Equivalent.

If an employee elects the additional 40 or 80 hours annual leave, this will result in a reduced prevailing rate. This will effect an employee's Income Continuation insurance, the amount of State Group Life Insurance, as well as the final average earnings for computing a retirement benefit, as well as and the value of a sick leave account upon retirement.

Employees who wish to elect this option for the upcoming calendar year must submit their request in writing prior to January 1. Employees who do not elect an option will retain their current vacation option.

If you have any questions regarding purchasing additional vacation, please contact your divisional payroll office.

Complete and return this form to your Payroll and Benefits Office.

Select one of the following options:

- I elect the additional 40 hour annual leave option (prorated based on percentage). I understand that I will receive a reduced prevailing state wage rate.
- I elect an additional 80 hour annual leave option (prorated based on percentage). I understand that I will receive a lower adjusted prevailing state rate.
- I do not elect the additional 40 or 80-hour annual leave option.

Employee Signature:	Date: mm/dd/yyyy
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Current Compensation Rate:	New Compensation Rate:
<b>Office Use Only</b> Update completed for Empl ID: _____	