

University Staff Annual Leave Conversion Options

Banked Leave and Cash Payments

The University Staff Annual Leave Conversion is an opportunity to make a choice to bank unused vacation carryover or unused current year vacation. Based on eligibility, university staff employees can bank unused vacation carryover and/or current year vacation in a banked leave account, receive cash, or a combination of both. This was formally known as the Sabbatical processing.

After the October B bi-weekly payroll confirmation, an eligibility report is created and used to prepare the Annual Leave Conversion Option Form. It will also be used to notify employees who are eligible for conversion of their unused vacation hours.

The Annual Leave Conversion Option Forms are created in HRS and delivered to Cypress as well as the MyUW employee portal.

Note: Payroll Coordinators will not receive the forms for each employee; they will only receive the Eligibility Report. Forms can be reprinted from Cypress Knowledge Builder when necessary.

Timeline

End of October	Eligibility Report is created after October B confirms.
Mid-November	Eligibility Report and Eligibility Forms are sent to Cypress. Eligibility forms are also sent to the MyUW employee portal.
December 1 - 31	Entry of Banked Leave and Cash Payout (5th Week) should be dated between December 1 – December 31, using a NON work day. Entry prior to December 14 will appear on the December 21 earnings statement. Entry after December 14 will appear on the next check that processes. Do not enter on December 14 (confirm date).
December 31	Forms are dated to be due to the employee's Payroll Office at the end of the first week in December. This is for ease of administration. Employees have until the end of the year to make an election.
December A Pay Date (typically)	Cash payments entered before the December A confirms will be paid on that check. Hours converted to Banked Leave will appear on that earnings statement.
December B and January A Pay Dates	Cash payment entered after the December A confirm will be paid on a later check. Hours converted to Banked Leave will appear on the respective earnings statement.
After December 31	Forms for Banked Leave that are received after December 31 should be rejected. If there is an exception it must be sent to Service Operations for review.