Banked Leave Conversion

The option to bank leave is available once per year and can only be completed in December for eligible employees. Additional information regarding banked leave options will be provided by your institution if you are eligible.

To see Leave Policies click here.

1. Sign in to my.wisconsin.edu.

2. Click the **Time and Absence** tile.

3. Click the **Absence Balances** tab on the left side bar.

4. Review the *Banked Leave Conversion Eligibility*, located between posted and projected balances.

5. Click back on **Timesheet**.

6. On a non-scheduled day during December, select the **Time/Absence Code**, *Convert Vac to Banked Lv*. **WARNING**: Then entry for request can only be entered during December.

7. Additional fields will appear to enter information:
   a. Enter the number of hours to convert in **Convert Hours** field.
   b. Enter the number of hours to payout in **Payout Hours** (as eligible).

8. Click **Submit**.