Enter Summer Leave

All employees with 9 month and Summer Service and/or Summer Session appointment must enter sick leave absences for the summer. If no leave was taken a one time, ‘No Leave Taken’ entry must be entered. Entries made encompass the entire summer even for employees with more than one summer appointment.

**WARNING:** Failure to enter sick leave or No Leave Taken for the summer will result in loss of sick leave.

**Access Summer Leave Reporting**

**NOTE:** To record sick leave use or No Leave Taken during the academic calendar year, use the Request Absence tab.

1. Sign into [my.wisconsin.edu](https://my.wisconsin.edu)
2. Click the **Time and Absence** tile.
3. Click **Summer Appt. Leave Reporting** on the left side of the screen.

**Record Summer Sick Leave**

1. Enter the **Date** of sick leave used in the **Record Summer Appointment Sick Days Below** area.
2. Enter the number of hours used for that day in the **Hours** field.
3. To enter additional dates, click the **plus sign**.
4. Click the green **Submit** button in the upper right corner.
   **NOTE:** A green success banner will appear at the top of the page.
5. Click the Action (hamburger) menu in the upper right and click **Sign Out**.
   **NOTE:** Additional sick leave absences can be entered later in the summer by following the same steps.

**Enter Summer No Leave Taken**

**NOTE:** No Leave Taken should not be entered until the end of the summer appointment.

1. Click the green **Submit** button in the upper right corner.
   **NOTE:** A green success banner will appear at the top of the page.
2. Click the Action menu in the upper right and click **Sign Out**.