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. Click the Time and Absence tile from the MyUW portal.
   a. All UW: Employees can access the MyUW System portal at https://my.wisconsin.edu/
   b. UW Madison: Employees can access the MyUW Madison portal at https://my.wisc.edu/

2. Select the Summer Appt. Leave Reporting tab.

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 (hamburger) menu in the upper right and click Sign Out.