

# 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.



Summer Appointment Leave Reporting			
*Year		2019	
By clicking submit, I verify I have no additional leave to report for the summer or I have not taken any leave.			
Record Summer Appointment Sick Days Below		2 rows	
Date	Hours		
06/28/2019	8.0	+	-
		+	-

## 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**.