

# Banked Leave Conversion

Faculty, academic staff, and/or limited employees with a 12-month appointment are eligible to bank vacation into a Paid Leave Bank, formerly known as Annual Leave Reserve Account (ALRA), after they have completed 10 or more fiscal years of continuous employment.

Banking of leave comes from the vacation balance or the vacation carryover balance on June 30th.

Banked leave eligibility is viewable between 7/1 and 10/31.

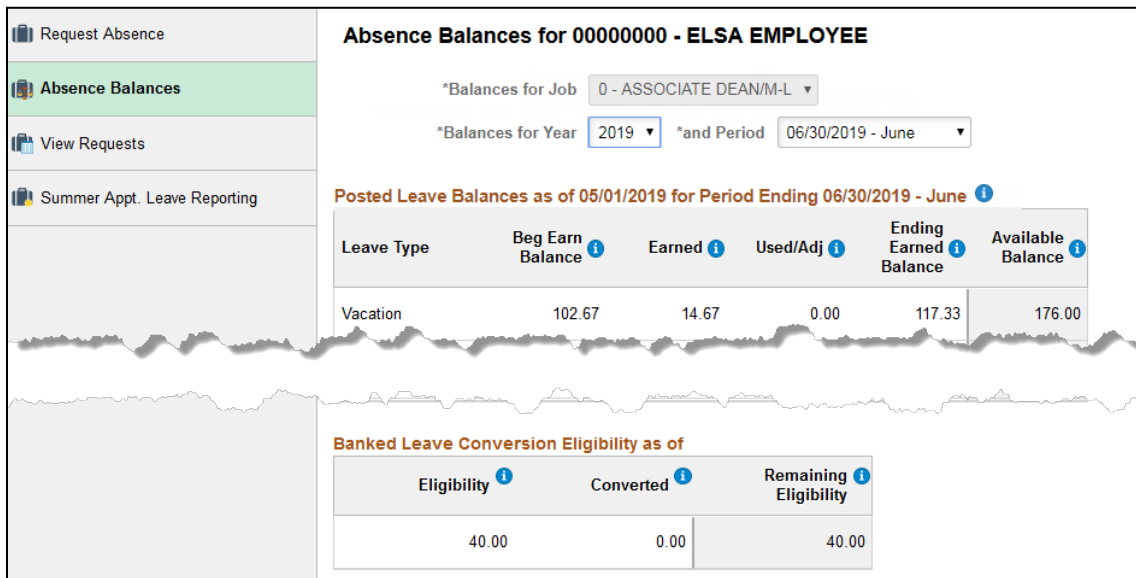
Self Service entry is required no later than 10/31, except UW Madison which has a deadline of 8/30.

Additional information can be found in the [Vacation, Paid Leave Banks and Vacation Cash Payout policy](#). (BN1(2)(a))

## Convert Vacation to Banked Leave

- Click the Time and Absence tile from the MyUW portal.
  - All UW:** Employees can access the MyUW System portal at <https://my.wisconsin.edu/>
  - UW Madison:** Employees can access the MyUW Madison portal at <https://my.wisc.edu/>
- Click **Absence Balances** tab to see eligibility in the *Banked Leave Conversion* section.
 

**NOTE:** Eligibility is the amount you are eligible to convert, however the request may not be more than what you have available in vacation.



Leave Type	Beg Earn Balance	Earned	Used/Adj	Ending Earned Balance	Available Balance
Vacation	102.67	14.67	0.00	117.33	176.00

Eligibility	Converted	Remaining Eligibility
40.00	0.00	40.00

## Convert Vacation to Banked Leave

- Click the **Request Absence** tab.
- Click **Absence Name** and select **Convert Vac to ALRA**.
- Enter/Update information in the following fields:
  - Start Date** – Enter the date 7/1/xxxx
  - End Date** – Will default with the same date as Start Date
  - Convert** – Enter the hours to be converted to Banked Leave/ALRA
 

**NOTE:** if more hours are entered than are available an error message will appear.
  - Comments** – optional

4. Click **Submit**.
5. Click **Yes**, to verify that the request should be submitted.
6. The following day the request can be verified by navigating back to the *Banked Leave Conversion* section on **Absence Balances** tab.