

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

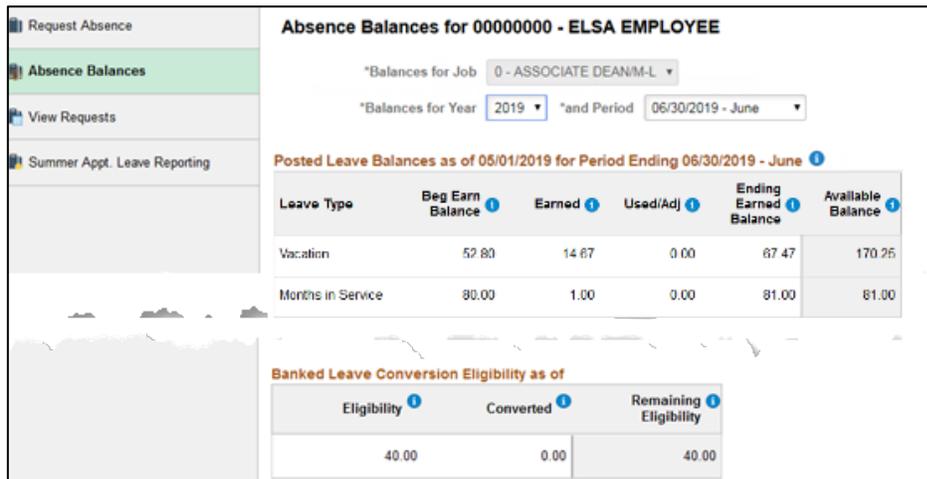
Banked leave eligibility is viewable effective July 1, with entry required by September 30.

Additional information can be found in the review [UW System Administrative Policy 1210 Vacation, Paid Leave Banks, and Vacation Payouts](#) or [UW-Madison Vacation Policy](#).

Access & Verify Eligibility

1. Sign into my.wisconsin.edu
2. Click the **Time and Absence** tile.
3. Click **Absence Balances** on the left side of the screen.
4. Review **Months in Service** field, Available Balance must be greater than or equal to 120, meaning at least 10 years (or 120 months) of service have been completed.
5. Review **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	52.80	14.67	0.00	67.47	170.25
Months in Service	80.00	1.00	0.00	81.00	81.00

Eligibility	Converted	Remaining Eligibility
40.00	0.00	40.00

Convert Vacation to Banked Leave

1. Click **Request Absence** on the left side of the screen.
2. Click **Absence Name** and select **Convert Vac to ALRA**.

3. 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.