

Understanding Your Absence Balances

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What are absence balances?

- Referring specifically to time off balances, such as
 - Vacation
 - Sick
 - Personal Holiday
 - Legal Holiday
 - Paid Parental Leave (if approved for this benefit)
 - Compensatory “Comp” Time (if eligible)
- NOT referring to ‘Leave Plan Balances’ in Workday, such as FMLA



How do they differ?

- While there are some similarities, each absence balance type has slightly different usage requirements, accrual processes, carryover/expiration timelines, and reporting procedures
 - Applicable policies available on each webpage below

Absence Type	Webpage
Vacation	https://www.wisconsin.edu/ohrwd/benefits/leave/vacation/
Personal Holiday	https://www.wisconsin.edu/ohrwd/benefits/leave/ph/
Sick	https://www.wisconsin.edu/ohrwd/benefits/leave/sick/
Legal Holiday	https://www.wisconsin.edu/ohrwd/benefits/leave/holidays/
Paid Parental Leave	https://www.wisconsin.edu/ohrwd/benefits/leave/paid-parental-leave/



How are absence balances granted?

- University Staff
 - <https://www.wisconsin.edu/ohrwd/benefits/download/leave/annualsum/univstaff.pdf>
- Faculty, Academic Staff, and Limited
 - <https://www.wisconsin.edu/ohrwd/benefits/download/leave/annualsum/fasl.pdf>



Where do I find my absence balances?

- Few different ways
 - From the Workday homepage, click on profile photo in top right corner, click 'View Profile, select 'Absence' from lefthand side, then choose the 'Absence Balance' tab on top
 - Detailed view of all absence balance types and their beginning year balance, carryover balance, accrued year to date, paid year to date, and balance as of date (current and projected with pending approvals)
 - From the Workday homepage, hover over 'Personal' on lefthand sidebar and select 'Manage Absence'
 - Summarized list of available balances, can change 'balances as of' date to see past balances as of a specific date
 - When submitting an absence request, remaining balance of that absence type is shown on the bottom



What if I overuse my absence balances?

- Estimated vacation balances granted at the beginning of each fiscal year (July 1)
- Vacation can be used before it's earned/accrued during that annual period (through June 30 of the following year)
- If this occurs, you will see a negative balance in your 'Vacation Year to Date' row
 - A negative balance in this row would need to be repaid upon resignation/termination
- Legal Holiday can also be overused
 - Typically, by earning less than what was paid out on any given holiday after the pay period ends



Additional Notes

- Make note of your carryover vacation hours and use before June 30th
- Do not add together your 'vacation available' balance and 'vacation year to date' balance to determine total vacation
- Some balances (regardless of when granted) accrue based on hours in pay status each pay period
 - Will not accrue paid leave on time that is not in pay status - the use of unpaid time off will result in a slight loss of vacation available and expected sick leave accrued
 - For hourly folks, this may happen if they don't work as many hours as expected in a pay period and don't enter paid leave hours to make up for it



Additional Resources

- Time Off Balances and Reports Overview- Employee (<https://kb.wisconsin.edu/workday/internal/156329>)
- Universities of Wisconsin – Leave Benefits (<https://www.wisconsin.edu/ohrwd/benefits/leave/>)
 - This webpage contains a link for each time off type and its policy (on the following page)
- Legal Holiday Time Off Load and Accrual Reconciliation Process (<https://kb.wisconsin.edu/workday/internal/157684>)
- [Universities of Wisconsin - Workday Job Aid Library](#)
 - Multiple other job aids on time off

