

# DEPARTMENT OF EMPLOYMENT RELATIONS

-- COLLECTIVE BARGAINING BULLETIN --

**Date:** January 7, 1999  
**Bulletin:** CBB-85  
16.0800, 16.100

**Subject:** Transfer of Annual Leave Hours to  
Termination/Sabbatical Leave Account with Minimum  
520 Hours of Sick Leave

Collective bargaining agreements negotiated with certain unions contain provisions for the transfer of up to 40 hours of annual leave to the termination/sabbatical leave account with accumulation of a minimum of 520 hours of sick leave. Provisions for the affected unions are listed below:

<u>Union</u>	<u>Article</u>
Professional Employees in Research, Statistics & Analysis (PERSA)	12/5/4B
State Engineering Association (SEA)	13/5/6
United Professionals For Quality Health Care (UPQHC)	6/5/E
Wisconsin Education Association Council (WEAC)	13/6/4
Wisconsin Physician and Dentist Association (WPDA)	12/5/4
Wisconsin Professional Employees Council (WPEC)	12/5/4
Wisconsin Science Professionals (WSP)	12/5/4
Wisconsin State Employees Union (WSEU)	13/6/4A

Guidance for the application of this language is as follows:

## 1. Eligibility:

- a. Employees in positions covered by the bargaining units listed above and who are earning annual leave at less than the 160-hour rate are eligible.
- b. The employee must have a balance of at least 520 hours of sick leave at the end of the October "B" payroll period in the previous year or by the end of the October "B" payroll period in the current year.
- c. Once an employee has accumulated the 520 hours, s/he continues to be eligible even if the accumulated sick leave drops below the 520-hour balance.
- d. Employees who move between agencies and remain in an eligible bargaining unit position will carry their eligibility with them, even if they have dropped below the 520-hour plateau subsequent to gaining eligibility and prior to their move.

- e. Employees occupying multiple positions wherein only one of the positions is in an eligible bargaining unit are eligible.
- f. Employees who move into a bargaining unit covered by these provisions from a position not covered by these provisions after the end of the October "B" pay period in any year are not eligible for the benefit until the following year.
- g. Agencies must identify "eligible" employees who move to another agency on the Personnel Transfer Record (DER-MRS-24).

**2. Proration:**

a. Full-time employees:

- 1) 520 hours of sick leave must be accumulated in order for any covered employee to be eligible.
- 2) Once eligible, an employee may elect to transfer up to forty (40) hours of annual leave to the termination/sabbatical leave account.

b. Part-time employees:

- 1) 520 hours of sick leave must be accumulated in order for any covered employee to be eligible. There is no proration of the 520 hours for part-time employees.
- 2) Once eligible, an employee may elect to transfer up to forty (40) hours of annual leave to the termination/sabbatical leave account. There is no proration of the forty (40) hour entitlement for part-time employees.

- 3. Employees who attain the 160-hour annual leave earnings level, whether or not they have accumulated 520 hours of sick leave, will be granted the termination/sabbatical leave benefit pursuant to other applicable contractual leave banking provisions. Leave banking provisions for employees who earn annual leave at the 160-hour or greater rate are administered in accordance with Wisconsin Personnel Manual Chapter 704.

Any questions regarding this bulletin may be directed to Kathy Kopp at (608) 266-0711, e-mail [Kathy.Kopp@der.state.wi.us](mailto:Kathy.Kopp@der.state.wi.us) or fax (608) 267-1020.

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James A. Pankratz, Administrator  
Division of Compensation & Labor Relations

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