

State of Wisconsin

DOA – DIVISION OF PERSONNEL MANAGEMENT

- CLASSIFICATION & COMPENSATION BULLETIN -

Date: August 15, 2024

Locator No: DPM-0630-CC

Subject: Treatment of Weekend Classifications for Termination Leave

The purpose of this bulletin is to advise state agencies on required procedures for removing the Weekend position designation when an employee in a Weekend classification resigns, is no longer working, and is using termination leave per ER 21.04, Wis. Adm. Code, *Treatment of leave credits upon resignation from state service*. This is to ensure that Weekend employees are treated the same as non-Weekend employees for access to, and use of, all vacation leave credits upon resignation. Once an employee is no longer in a Weekend classification, the employee is eligible for the same leave benefits as other employees in the regular, non-Weekend classification.

As a reminder, employees that resign have the option to request a lump sum payment for accrued vacation leave in lieu of extending their termination date by using the leave, in accordance with ER 21.04. In these cases, the employee will terminate in the Weekend classification and will not access the additional leave benefits available to non-Weekend employees.

I. HISTORY

Creation. The first Weekend classification was created February 20, 1994, as Nurse Clinician 1-Weekend. Weekend classifications are created by adding the extension of “-Weekend” to an already existing classification. The type of work performed in the Weekend classification is the same as in the regular classification. The following is a list of all current Weekend classifications.

Job Code	Job Title
66560	CORRECTIONAL OFFICER - WEEKEND
66563	CORRECTIONAL SERGEANT - WEEKEND
38560	LICENSED PRACTICAL NURSE - WEEKEND
38862	NURSE CLINICIAN 2-WEEKEND
38863	NURSE CLINICIAN 3-WEEKEND
38112	NURSING ASSISTANT 2-WEEKEND
38113	NURSING ASSISTANT 3-WEEKEND
66062	PSYCHIATRIC CARE TECHNICIAN - ADVANCED - WEEKEND
66061	PSYCHIATRIC CARE TECHNICIAN - WEEKEND
38513	RESIDENT CARE TECH-ADV-WEEKEND
38512	RESIDENT CARE TECH-OBJ-WEEKEND
53700	YOUTH COUNSELOR - WEEKEND
53763	YOUTH COUNSELOR ADVANCED - WEEKEND

Utilization. Agencies are not required to utilize Weekend classifications. If an agency implements a Weekend program, the objective of Weekend classifications is to incentivize employees to commit to work schedules mainly across the weekend from Friday to Monday in exchange for a supplemental weekend pay add-on. Since the objective is to meet weekend staffing needs, employees in Weekend classifications are limited in the frequency and amount of annual leave they may use, are not eligible to accrue Legal and Personal Holidays, cannot add unused vacation leave into their sabbatical accounts, and have unused annual leave cashed out at the end of each calendar year for any annual leave accrued but unused during the year.

Compensation Plan Provisions. Refer to Section K of the State Compensation Plan for details on the treatment of Annual Leave and Sabbatical/Termination Leave, Personal Holidays, and Legal Holidays for employees in Weekend classifications.

Pay provisions for Weekend Classifications are found in Section A of the State Compensation Plan.

II. TRANSFER TO NON-WEEKEND CLASSIFICATION DURING TERMINATION LEAVE

The purpose of the following provisions is to ensure that Weekend employees that resign will be treated the same as non-Weekend employees on termination leave to receive base pay and leave benefits while using termination leave.

- A. Classification changes are effective the first day of a pay period. When an employee in a Weekend classification resigns and will no longer be assigned any work, the employee shall be transferred to the appropriate non-Weekend classification effective the beginning of the pay period following the last day of work.
- B. If a Weekend employee does not have sufficient accrued, unused paid leave to remain in pay status into the next pay period following the employee's last day of work, no classification change is needed and the employee will terminate employment in the Weekend classification. **Note:** Employees on termination leave are not allowed to use leave without pay to extend their termination date.
- C. Weekend employees converted to non-Weekend classifications become eligible for Personal Holidays and Legal Holidays starting on the date of their conversion. With their conversion, the employees are also no longer subject to the Weekend employee limitations on use of annual leave.

III. REFERRAL OF QUESTIONS

Questions regarding these Weekend classification provisions should be directed to the Bureau of Classification and Compensation at DOADPMCompEmploymentRelGenInfo@wisconsin.gov.

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