

EMPLOYEE BENEFITS

Vacation

An employee begins earning annual leave on his/her first day in pay status. Each full-time employee is eligible for and shall be granted non-cumulative annual leave based on his/her seniority date as follows:

You begin earning vacation the day you begin work; however, vacation cannot be granted until your original probationary period has been completed. Specific information regarding exact hours earned is available from the Payroll Office; however, the Annual Leave Schedule (See Appendices) is generally descriptive.

An employee on less than full-time appointment will have his/her vacation prorated according to years of service and hours in pay status during the calendar year.

Annual leave credits in any given year shall not be earned for any period of absence without pay. Upon termination of employment, annual leave shall be prorated.

The supervisor will make every effort to schedule an employee's vacation at the time s/he requests. Since work load and other employees' vacation requests must be considered, it is always a good idea to plan ahead as far as possible. If you have any questions regarding vacation time, please contact the Payroll Office. Normally vacation time must be used within the calendar year during which it is earned. In accordance with Wisconsin Administrative Code, or the appropriate union contract, vacation may be carried over through the first six months on the following calendar year. Carried over vacation must be used by July 1 of the ensuing calendar year.

An employee who earns vacation at the rate of 160 hours or more may be eligible to receive a portion of his/her annual leave as cash payment or sabbatical/termination leave.

Legal Holiday

Legal holidays are as follows:

| | |
|------------------------------------|-----------------------------------|
| New Year's Day | January 1 |
| Martin Luther King, Jr.'s Birthday | 3 rd Monday in January |
| Memorial Day | Last Monday in May |
| Independence Day | July 4 |
| Labor Day | First Monday in September |
| Thanksgiving Day | Fourth Thursday in November |
| Christmas Eve | December 24 |
| Christmas Day | December 25 |
| New Year's Eve | December 31 |

If the legal holiday falls on Sunday, the University will be closed on the following Monday. Employees required to work on a legal holiday receive the premium rate (one and one-half times the regular rate) are allowed equivalent time off at a different date.

In addition to the legal holidays listed above, employees receive four and one-half additional non-cumulative personal holidays each calendar year. Probationary employees are eligible to use personal holidays. However, if employment is terminated before the 6-month probation period is completed, personal holidays will be prorated and any overuse will be taken back.

Jury Duty

An employee summoned to jury duty during regularly scheduled work hours does not have to use personal leave time. An employee receives his/her regular salary in addition to any pay that he/she may be given as a juror. An employee is expected to report to work when not needed for jury duty. For classified employees, if there are four or fewer hours remaining on a shift, an employee, upon contacting his/her supervisor, will not be required to return to work.

Wisconsin Statue 756.02 (2) (a) states as follows: "Any person or group of persons may be excluded from the jury panel or excused from service as jurors by order of the judge based on a finding that jury service would entail undue hardship, extreme inconvenience or serious obstruction or delay in the fair and impartial administration of justice. The exclusion of which the person or group of persons shall reappear for jury service in accordance with the order of the judge."

Family Medical Leave

Maternity and Paternity leave, or leave for employee's own serious health condition or to care for family member's serious health condition are provided by the Family Leave Act of 1988. For classified employees and those unclassified staff included in the executive salary group (e.g., chancellor, vice chancellor), implementation is guided by Wisconsin Personnel Manual 724 (also in DER Bulletin CC- 224).

The request for Family and Medical Leave may be obtained at the following web site:
<http://www2.uwsuper.edu/humanres/fmlal.pdf>

For further information contact the Office of Human Resources.

Leave of Absence W/O Pay

In accordance with the Wisconsin Administrative Code, or the appropriate union contract, and subject to the approval of the Director of Human Resources, leaves of absence without pay may be granted.

The length of time for leaves of absence may vary depending on union contracts. An employee desiring to go on leave of absence would make the request in writing to his/her supervisor, by completing the Request of Leave of Absence Without Pay form, obtain the supervisor's approval and then submit the request to the Director of Human Resources for a final decision.

Military Leave of Absence

There are provisions for military leave of absences with or without pay. For specific details concerned individuals should contact the Office of Human Resources.

Sick Leave

Represented and Non-represented employees accrue sick leave at the rate of .0625 of an hour for each hour in pay status, not to exceed 5 hours in any bi-weekly pay period.

Sick leave may not be used until it has been earned. Unused sick leave shall accumulate from year to year without limit in the employee's sick leave account. A represented employee may use accrued sick leave according to his/her appropriate union contract. A non-represented employee may use accrued sick leave according to the Wisconsin Administration Code. Check with the Payroll Office on accrued sick leave usage. Other provisions of the sick leave fringe benefits which apply to all employees are as follows:

Where a supervisor has reason to believe that an employee is abusing sick leave privileges or where a supervisor has reason to believe that an employee may not be physically fit to return to work, the employee may be required to obtain a medical certificate to justify the granting of sick leave.

Upon termination of employment for reasons other than retirement or death, accumulated sick leave will be cancelled. However, if an employee resigns and is subsequently re-employed by any state agency within five years of the resignation date, any unused, accumulated sick leave will be restored.

At the time of retirement or in the event of death, unused, accumulated sick leave is converted to a cash sum by multiplying the unused, accumulated sick leave by the employee's current hourly rate. These funds will be deposited in an account in his/her name and applied toward payment of monthly health insurance premiums for the employee and/or surviving spouse and/or surviving dependents.

At the time of layoff, the employee may request to use his/her unused accumulated sick leave to pay health insurance premiums.

Accumulated sick leave is tied directly into the state's income continuation insurance plan. Very simply stated, the more sick leave an employee is able to accrue, the less expensive the income continuation insurance premiums will be.

Educational Opportunities

Career Related

Career related coursework is employer authorized coursework or training, which has been requested by an employee, and approved by the supervisor and the Director of Human Resources in advance of enrollment, for which reimbursement at the appropriate rate will be made. Currently the employee is reimbursed for basic instructional fee/tuition charges (but not book or supply costs) upon successful completion of the coursework/training. The rate of reimbursement is dependent upon bargaining unit status currently is as follows:

Employer Authorized Coursework Tuition
Classified Non-represented - 100%
Classified represented - 75%

The employee must fill out and submit to the Office of Human Resources a copy of the Job Related/Coursework Training Form before enrollment. After the completion of the course the following must be submitted to the Cashier's Office for reimbursement:

1. Signed reimbursement request authorization form.
2. Copy of fee/tuition receipt.
3. Copy of grade slip (proof of successful completion of the course).

Job Related

Job related coursework is training the employer directed which is deemed essential to the continued effectiveness of an employee. That training may occur during scheduled or non-scheduled working hours of the employee.

In either case, time spent in such training should be paid for by the employer. The following guidelines show the appropriate level of reimbursement for job related coursework:

Employer Directed Coursework – Tuition
Classified Non-represented - 100%
Classified Represented - 100%

The employee must fill out and submit to the Office of Human Resources a copy of the Job Related/Coursework Training Form before enrollment. After the completion of the course the following must be submitted to the Cashier's Office for reimbursement:

1. Memo from supervisor explaining that this was employer directed.
2. Signed reimbursement request authorization form.
3. Copy of fee/tuition receipt.
4. Copy of grade slip (proof of successful completion of the course).

Unemployment Compensation

Unemployment compensation benefits are provided by Chapter 108 of the Wisconsin Statutes at no cost to employees. Such benefits provide partial compensation for a limited period of time to those eligible employees who generally are unemployed for reasons not of their own making. Employees who voluntarily terminate their jobs, or who are dismissed for cause, may or may not be eligible, depending upon the circumstances of their particular cases. In addition, all claimants for unemployment benefits are required to register for work with the Job Service Office and must be both physically able to work in the general job market. The University is a "covered" employer under the Unemployment Compensation Law. Normally, all employees covered by Unemployment Compensation, provided they have been employed within 19 or more weeks during the 52 week period immediately preceding the filing claim.

There is a sliding scale of benefits, the level of which depends on the number of work weeks and the average weekly wage during the employee's 52 week base period. The number of weeks of benefits which may be paid is also on a sliding scale according to the number of weeks worked. Benefits can be paid for a maximum of 26 weeks, although that number may be extended during certain periods of high unemployment.

Wisconsin Retirement System

Participation begins upon employment and is mandatory for employees who qualify.

Contributions to this program are shared by employees, the university and the state.

Upon termination or resignation, an employee may request and receive his/her accrued retirement benefits. If an employee resigns prior to age 55, s/he can withdraw his/her retirement contributions plus the additional employer pick up, but s/he does not receive the state contribution. If an employee resigns after the age 55*, s/he should check with the Payroll Office to find out if s/he is eligible for a single sum payment or if s/he must receive a monthly annuity. *Age 50 for Protective Occupation.

Contact the Payroll Office for pre-retirement counseling.

**THE UNIVERSITY OF WISCONSIN SYSTEM
2009 BENEFITS SUMMARY
for
CLASSIFIED EMPLOYEES**

Insurance program eligibility depends on participation in the Wisconsin Retirement System (WRS). To participate in insurance plans, you must file an application within limited enrollment deadlines.
Please take note of the specific enrollment deadlines, which may vary for employees with previous WRS service.
Bargaining Unit agreements may influence premiums for some benefit plans.

WISCONSIN RETIREMENT SYSTEM (WRS)

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|---|--|--|--|
| <p>Coverage is immediate and mandatory for those with expected employment of 600 hours for at least one year.</p> <p>Employees not immediately eligible are covered after one year if they worked at least 600 hours in the previous 12 months.</p> | <p>Lifetime retirement income based on years of service and average of highest three years of earnings (or total cash value of account, if greater). Full benefits at age 65 or at age 57 with 30 years of service. Reduced benefits at age 55.</p> <p>For general employees, 10% of gross earnings, up to IRS maximum, are credited to an employee's individual account on an annual basis. These contributions, plus accumulated interest, determine the cash value of account at retirement.</p> <p>Also provides death, permanent disability, and separation benefits.</p> | <p>Percent of salary 0.0% - for most 0.0% - Protective 1.9% -LTE</p> | <p>Percent of salary 10.4% - for most 19.7% - Protective 8.5% -LTE</p> <p>Please note: This is the cost to the UW to fund the benefit. The UW also contributes 0.8% to fund retiree health insurance credits. See Below.</p> |

SOCIAL SECURITY AND MEDICARE

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|--|---|--|--|
| <p>All employees, except certain "F" and "J" visa holders, have this mandatory coverage.</p> | <p>Provides a basic retirement annuity based on age and years of contribution. Reduced benefits available at age 62. Also provides death and permanent disability benefits. Medicare provides basic health insurance at age 65.</p> | <p>7.65% on covered compensation up to \$106,800 and 1.45% on compensation above \$106,800</p> | <p>7.65% on covered compensation up to \$106,800 and 1.45% on compensation above \$106,800</p> |

STATE GROUP HEALTH INSURANCE

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|---|--|---|--|
| <p>All employees who are covered by WRS are eligible. Must apply within 30 days of initial WRS eligibility or on or before the first of the month following the completion of two months of WRS state service (Le., when eligible for employer contribution towards premium). L TE's are not eligible for the employer contribution towards premium until completion of six months of WRS state service.</p> <p>Coverage begins the first of month on/after the Benefits Office receives timely application.</p> <p>If above deadlines are missed, employees may only enroll in the Standard Plan with a 180-day waiting period for pre-existing conditions.</p> <p>'Special enrollment opportunities available under HIPAA regulations. L TEs and less than half time staff have a 30 day enrollment opportunity when change in position or increased hours qualify them for larger employer contribution towards premium.</p> <p>There is an annual opportunity each October to change health plans for the following year.</p> | <p>Comprehensive hospital, surgical, and medical benefits from Health Maintenance Organizations, Preferred Provider Plans or the State's self-funded Standard Plan, which is a preferred provider plan.</p> <p>All of the health plans, except the Standard Plan, offer a uniform benefit package.</p> <p>Preventive and diagnostic dental coverage vary among plans.</p> <p>Single and family coverage available.</p> <p>Employee-paid premiums are deducted pre-tax (except for LTEs).</p> | <p>Employer contribution will begin after the employee has two months of State WRS service (six months for LTEs). Employee cost varies depending on whether the plan selected is Tier 1, 2 or 3.</p> <p>If working 50% or more, employee 2009 monthly cost for Tier 1 single coverage is \$31.00, \$69.00 or \$164.00, respectively. For family coverage, the employee monthly cost is \$78.00, \$173.00 or \$412.00, respectively.</p> | <p>Employer contribution will begin after the employee has two months of State WRS service (six months for LTEs). Employee cost varies depending on whether the plan selected is Tier 1, 2 or 3.</p> <p>For employees working less than 50%, the University contributes <u>50% of total premium.</u></p> |

INCOME CONTINUATION INSURANCE

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|---|---|---|--|
| Employees are initially eligible for coverage after completion of six months of WRS participation at any employer. Must apply no later than 30 days after the first of the month following six months of any WRS coverage. Coverage effective the first of month on/after the Benefits Office receives timely application. If application is not received during initial enrollment period, coverage can also be obtained by providing medical evidence of insurability or through deferred enrollment after accumulating specific amounts of sick leave. | Disability/income replacement insurance that replaces up to 75% of salary if unable to work due to short or long term disability. If enrolled in the basic plan, the first \$64,000 of salary is insured (maximum monthly benefit of \$4000). May enroll in the Supplemental ICI plan to insure salary up to \$120,000 (maximum monthly benefit of \$7500). Benefits begin after 30 consecutive calendar days or use of all accumulated sick leave (up to 130 days), whichever is greater. State and federal entitlements or payments from other employer-sponsored programs may reduce benefits. | Basic ICI: 0%-100% of premium depending upon sick leave balance/Accumulation. Supplemental Plan: 100% of premium | Basic ICI: 0%-100% of premium depending upon sick leave balance/Accumulation. Supplemental ICI Plan: 0% |

STATE GROUP LIFE INSURANCE

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|---|--|---|---|
| Employees are initially eligible for coverage after completion of six months of WRS participation at any employer. Application must be received no later than 30 days after the first of the month following six months of any WRS coverage. Coverage effective the first of month on/after the Benefits Office receives timely application. If application is not received during initial enrollment period, late enrollment is available until age 70 only with medical evidence of insurability; Age 70 and Over Additional Plan is available within 30 days of 70 th birthday to those with Additional coverage prior to age 70 or at any later time with evidence of insurability. Premiums for coverage up to \$50,000 are deducted pre-tax. | Term group life insurance with coverage option of up to five times annual salary (Basic, Supplemental, and three levels of Additional). Coverage reduces after age 70 for active employees. After termination with 20 years of WRS service or at retirement, coverage can be continued. Premium ends at age 65, if retired, and at age 66 coverage drops to one half of Basic coverage; any coverage in addition to Basic coverage ceases at age 65 (if retired). Spouse and Dependent coverage available. Accidental Death and Dismemberment and Living Benefits included for employee. For further information visit the ETF website | Basic & Supplemental: Premium cost based on age of employee and amount of coverage. Additional levels of employee coverage and Spouse & Dependent Coverage: 100% Premiums | Basic: Additional 63% of employee's premium amount. Supplemental: Additional 35% of employee's premium amount. Additional levels of employee coverage and Spouse & Dependent Coverage: 0% |

RETIREE HEALTH INSURANCE CREDITS

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|---|---|----------------|--|
| Credits to fund continued coverage in the State Group Health Insurance plan for retirees and dependents may be available upon retirement or layoff. Survivors may use the credits if family plan coverage is in effect at employee's death or the sick leave is escrowed and the survivor had comparable coverage. No enrollment is needed. | Accumulated sick leave converted to a dollar amount to pay for health insurance upon retirement, layoff, or for employees who terminate with 20 years of WRS creditable service who do not immediately retire. A tax-free account is set up to pay State Group Health Insurance premiums, equal to the retiree's unused sick leave hours multiplied by the highest hourly rate of base pay. The retiree pays the full premium cost when the account is exhausted. Employees with 15 or more years of continuous University or State service may also receive supplemental sick leave credits at retirement. | 0.0% of salary | 0.8% of salary to pre-fund the accumulated sick leave account. |

**EMPLOYEE REIMBURSEMENT ACCOUNTS (ERA) for
Dependent Care & Medical Expenses**

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|---|---|---|-------------------------------------|
| All permanent and project employees are eligible. New employees must enroll within 30 days of employment. Coverage is effective on the first of the month on/after you submit your enrollment form to your Benefits Office. Change in family or employment status may create an enrollment/change opportunity under one or both of the accounts. Each fall, employees must enroll for the next calendar year. State Group Health Insurance, OptumHealth Vision, Anthem DentalBlue and Epic Dental and Excess Medical insurance premiums are automatically taken pre-tax unless this option is waived. | Expenses that can be reimbursed from ERAs include qualified dependent care expenses as defined by IRS and allowable medical and dental expenses not covered by insurance. You save federal, Wisconsin, and social security taxes on these expenses. Insurance premiums may not be reimbursed by ERAs. | Pre-tax salary reductions that save income and social security taxes. Annual maximums are \$5,000 for Dependent Care; \$7,500 for Medical expenses. | 100% of program administrative cost |

TAX-SHELTERED ANNUITIES [403(b) Plan]

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|---|---|---|-----------------|
| All employees, including project, limited-term, and student-hourly employees are eligible and can enroll at any time. For further information see the Tax-Sheltered Annuity Program web site Salary Reduction Agreement | This voluntary supplemental retirement savings program allows employees to invest pre-tax salary and defer income taxes on savings. Investment companies approved by UW System oversight committee include mutual funds, insurance companies, TIAA-CREF. Under age 50 contribution limit: \$16,500 Age 50 & over contribution limit: \$22,000 | Pre-tax salary reductions that defer income taxes. Annual \$9.00 administration fee and investment company charges. | 0% |

WISCONSIN DEFERRED COMPENSATION (457 Plan)

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|--|--|---|-----------------|
| All employees are eligible and can enroll at any time. For more information see the WDC web site at www.wdc457.org . | This voluntary supplemental retirement savings program allows employees to invest pre-tax salary and defer income taxes on savings. Funds are chosen and monitored by the State of Wisconsin Deferred Compensation Board. Under age 50 contribution limit: \$16,500 Age 50 & over contribution limit: \$22,000 | Pre-tax salary reductions that defer income taxes. Fee based on account balances. | 0% |

EPIC DENTAL AND EXCESS MAJOR MEDICAL INSURANCE

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|--|--|--|-----------------|
| All employees who are covered by WRS are eligible. Must apply within 30 days of initial WRS eligibility or prior to the effective date of employer contribution toward State Group Health Insurance premiums. Coverage begins first of month on/after the Benefits Office receives timely application. | Covers some expenses not covered by State Group Health Insurance plans if hospitalized or have outpatient surgery. Pays 50% of covered, non-routine dental charges including orthodontia up to \$1000 per person per year after a \$75 per person deductible is satisfied. Benefits include a \$10,000 Accidental Death & Dismemberment provision. Includes EyeMed Vision Discount Plan. | 100% of monthly premium: \$16.70 Single \$33.40 Employee & One Dependent \$50.10 Family | 0% |

DENTAL INSURANCE: ANTHEM DENTALBLUE SUPPLEMENTAL, PPO AND HMO

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|--|--|--|-----------------|
| All employees who are covered by WRS are eligible. Must apply within 30 days of initial WRS eligibility or prior to the effective date of employer contribution toward State Group Health Insurance premiums. Coverage begins the first of the month on/after the Benefits Office receives timely application. This dental coverage is in addition to and separate from any dental benefit provided with the health insurance. Single and family coverage is available. Domestic partners and their dependents may be eligible for coverage. Some represented employees may also have a dental plan offered through their union. | Three plans are offered. The HMO and PPO plans include coverage for diagnostic and preventive services; the Supplemental plan does not. All three cover a percentage of other services, such as fillings and crowns. Annual benefit maximums apply. The member generally must pay coinsurance and an annual deductible. Benefits and provider restrictions vary among plans. In the HMO plan, a dental provider must be selected from those associated with the plan. All three plans provide a discount for orthodontia services received from a network provider. There is an annual opportunity to change from one of the three offered plans to another. | 100% of monthly premium. Premium based on coverage level: single, employee + 1 or employee + 2 or more, respectively: <i>Supplemental Plan:</i> \$16.59, \$33.19 or \$49.80 <i>PPO:</i> \$23.51, \$47.01 or \$77.56 <i>HMO:</i> Varies by region. \$23.27, \$46.55, \$74.47 in Milwaukee area; \$28.78, \$57.56, \$92.10 elsewhere. | 0% |

OPTUMHEALTH VISION INSURANCE

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|---|--|---|-----------------|
| Employees eligible for immediate or future state share contribution to the State Group Health Insurance Program. Must apply within 30 days of hire. Coverage begins the first of the month on/after the Benefits Office receives timely application. Once enrolled, must remain covered until the end of the calendar year. Must submit an application by December 1 st to cancel coverage for the following year. Annual enrollment opportunity in October. Domestic partners and their dependents may be eligible for benefits | The plan provides partial payment to help offset the costs of annual eye exams, frames, lenses and contact lenses. | 100% of premium. \$5.83 employee only; \$11.34 employee + spouse; \$11.88 employee + child(ren); \$17.82 employee + family | 0% |

ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|--|---|-----------------|-----------------|
| All employees eligible for state contribution to the State Group Health Insurance. Rehired annuitants are not eligible. May enroll at any time. Coverage becomes effective on the first of the month on or after the Benefits Office receives the application. Domestic partners and their dependents are eligible for coverage, | Coverage options range from \$25,000 to \$250,000. Spouse or domestic partner and dependents may be covered for lower amounts. Includes a re-education and re-training benefit. Pilot coverage rider is available. Includes Zurich Travel Assist benefit when traveling 100 miles or more from home to assist with medical, legal or personal services. AD&D coverage reduces after age 70. | 100% of premium | 0% |

INDIVIDUAL & FAMILY TERM LIFE INSURANCE

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|--|---|--|-----------------|
| All employees eligible for immediate or future state contribution to the State Group Health Insurance. Rehired annuitants are not eligible. Must apply within 30 days of employment. Coverage begins the first of the month on/after the Benefits Office receives timely application. Late enrollment requires medical evidence of insurability. Domestic partners and their dependents may be eligible. | Initially, employees may select coverage amounts of \$5,000, \$10,000 or \$20,000 for themselves, \$5,000 or \$10,000 for spouses, and \$2,500 or \$5,000 for eligible children. Maximum coverage is \$200,000 for employees, \$100,000 for spouse and \$10,000 for child. Annually, participants have an opportunity to increase coverage without evidence of insurability. Includes a Living Benefit. | 100% of <u>premium</u> . Cost based on age and coverage amount selected. | 0% |

UW EMPLOYEES INC. LIFE INSURANCE

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|--|---|--|-----------------|
| All employees eligible for State Group Health Insurance. Rehired annuitants are not eligible. Must apply within 30 days of employment. Coverage begins the first of the month on/after the Benefits Office receives timely application. Late enrollment requires medical evidence of insurability. | Decreasing term insurance, coverage amount based on age, ranges from \$25,000 to \$3,000. | 100% of <u>premium</u> . Cost and coverage based on age. | 0% |

LONG-TERM CARE INSURANCE

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|--|---|-----------------|-----------------|
| All employees may apply at any time, subject to medical underwriting. Spouses and parents of employees may also apply. For further information, visit the ETF website. | Short and long-term care, including assisted living, community-based care, and nursing home care. | 100% of premium | 0% |

WORKER'S COMPENSATION

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|---|--|---------------|------------------|
| All employees have this insurance coverage. In most cases, the first payment will be made by the insurance company within 14 days of your last day worked. Timely reporting of the accident is required of the employer and employee. | Cash compensation, medical expenses and death benefits for on-the-job injuries or occupational diseases, | 0% | 100% of benefits |

UNEMPLOYMENT COMPENSATION

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|---|---|---------------|------------------|
| All employees who are laid off or terminated may receive benefits if covered wages meet minimum requirements. | Weekly benefits are 4% of the highest quarter of wages in the first four of the last five completed quarters. | 0% | 100% of benefits |

FAMILY & MEDICAL LEAVE

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|--|---|---------------|-----------------------|
| All employees who meet eligibility requirement of 1,250 hours of state employment in preceding 12 months (federal law) and/or 1,000 hours of state employment in the preceding year (Wisconsin law). Employees must also meet a duration of employment standard. | Eligible employees may take up to 12 weeks of unpaid, job-protected leave each year for specified family and medical reasons. Paid leave may be substituted in some situations. | 0% | 100% of program costs |

VACATION

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|--|---|---------------|------------------|
| Employees in classified permanent or project positions after completion of the first six months of employment. Number of hours is based on years of service. [Career Executives, FLSA-exempt employees and some represented employees have different vacation benefits.] | Full-time employees with indicated years of continuous service, per calendar year (part-time is prorated): 1-5 yrs: 104 hrs 5-10yrs: 144 hrs 10-15 yrs: 160 hrs 15-20 yrs: 184 hrs 20-25 yrs: 200 hrs 25+ yrs: 216 hrs With 15 years of service or 520 hours of accrued sick leave, employees may bank up to 40 hours per year for sabbatical/termination leave. With 25 years of service, an additional 40 hours may be banked or received in cash. The hours shown above are the minimum earned. Some employees receive additional vacation due to collective bargaining agreements. | 0% | 100% of benefits |

SICK LEAVE

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|--|---|---------------|------------------|
| All permanent and project employees. Accumulated sick leave can be used as earned. | Employees earn .0625 hours for each hour in pay status up to 5 hours biweekly. Unused sick leave balance accumulates without limit and may be converted to credits to pay for post-retirement health insurance. | 0% | 100% of benefits |

LEGAL & PERSONAL HOLIDAYS

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|---|--|---------------|------------------|
| All permanent and project employees. Personal holidays can be used immediately. | All employees: Nine days of legal holiday and 36 hours of personal holiday annually, prorated for part-time employees. | 0% | 100% of benefits |

MILITARY LEAVE

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|---|---|---------------|--|
| All permanent and project employees are eligible upon reporting for active duty or required field training. | Job-protected leave for active duty or required field training. Up to 30 paid leave days per calendar year for duty or training lasting 3 days or more. Most employees are also eligible for up to four additional years of differential pay and eligible benefits while on active duty. Unpaid leave thereafter. | 0% | Excess of base over military pay for up to 30 work days per year. Excess of base over military pay plus housing allowance, for up to four years. |

OTHER PAID LEAVE

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|--|--|---------------|------------------|
| All permanent and project employees. All employees. | Paid leave when summoned as a witness for the employer or impaneled as a jurist. Paid leave to vote if you cannot vote outside of work hours. | 0% | 100% of benefits |

CAREER-RELATED EDUCATION REIMBURSEMENT

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|---|---|---------------|-----------------|
| All permanent employees, upon approval. | Limited tuition reimbursement is available with prior approval. | 0-100% | 0-100% |

PARKING FEES & BUS PASSES

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|--|---|---------------|-----------------|
| All employees can participate at any time. | Parking availability and fees vary by campus. Most parking costs deducted on a pre-tax basis. | 100% | 0% |

US BANK TRAVEL CARD

| Who is Eligible and When | Benefits You Receive | Employee Pays | University Pays |
|---|---|------------------|--------------------------|
| All permanent employees who have acceptable credit history may apply at any time. | A corporate credit card with no annual fee or monthly installment payments. | Charges incurred | All administration costs |

WHERE TO GET MORE INFORMATION: Contact your campus Staff Benefits Office to get detailed, personalized information Consult the UW System Administration web site at www.uwsa.edu/hr/benefits for any changes to this form and for expanded information on benefit plans. Master insurance contracts are available for inspection upon reasonable notice by contacting UW System Human Resources.

Should there be a discrepancy between the information contained herein and the contract, the contract will prevail.

The University of Wisconsin does not discriminate on the basis of disability in the provision of programs, services, or employment. If you need this printed material interpreted or in a different form, or if you need assistance in using this service, please contact your employing campus benefits office.

University of Wisconsin Classified Leave Provisions As Of 2006

This document is a brief summary and does not substitute for the text in the Bargaining Unit agreements or the State of Wisconsin Compensation Plan provisions. Any conflicts in interpretations or omission of information must be resolved in favor of the Bargaining Unit Contract or State of Wisconsin Compensation plan.

| Annual Leave Schedules | | | | | | | | | | |
|---|---|--|------------------|-----------------|------------------|-------------------|------------------|-----------------|------------------------------|-----------------|
| (Based On Full Time Employment And Current Position) | | | | | | | | | | |
| Years of Continuous Service | Allocated Leave Hours By Bargaining Unit | | | | | | | | | |
| | CRAFTS (4) | Non-Rep (16,17,18,19,96,97,98,99) Includes all Classified Project Appts | PERSA (8) | SEA (14) | WEAC (13) | UPQHC (11) | WLEA (36) | WPEC (7) | WSEU (2, 3, 5, 6, 12) | WSP (15) |
| Non-Exempt | | | | | | | | | | |
| During First 5 Years Non-Exempt | N/A | 104 | 104 | 104 | 120 | 120 | 104 | 104 | 104 | 104 |
| 5+ to 10 Years Non-Exempt | N/A | 144 | 144 | 144 | 160 | 160 | 144 | 144 | 144 | 144 |
| 10+ to 15 Years Non-Exempt | N/A | 160 | 160 | 160 | 176 | 176 | 160 | 160 | 160 | 160 |
| 15+ to 20 Years Non-Exempt | N/A | 184 | 184 | 184 | 200 | 200 | 184 | 184 | 184 | 184 |
| 20+ to 25 Years Non-Exempt | N/A | 200 | 200 | 200 | 216 | 216 | 200 | 200 | 200 | 200 |
| 25 & Over Years Non-Exempt | N/A | 216 | 216 | 216 | 216 | 216 | 216 | 216 | 216 | 216 |
| Non-exempt: An employee that IS subject to the overtime provisions of the Fair Labor Standards Act (FLSA). | | | | | | | | | | |
| Exempt | | | | | | | | | | |
| During First 5 Years Exempt | N/A | 120 | 120 | 120 | 120 | 120 | N/A | 120 | 104 | 120 |
| 5+ to 10 Years Exempt | N/A | 160 | 160 | 160 | 160 | 160 | N/A | 160 | 144 | 160 |
| 10+ to 15 Years Exempt | N/A | 176 | 176 | 176 | 176 | 176 | N/A | 176 | 160 | 176 |
| 15+ to 20 Years Exempt | N/A | 200 | 200 | 200 | 200 | 200 | N/A | 200 | 184 | 200 |
| 20+ to 25 Years Exempt | N/A | 216 | 216 | 216 | 216 | 216 | N/A | 216 | 200 | 216 |
| 25 & Over Years Exempt | N/A | 216 | 216 | 216 | 216 | 216 | N/A | 216 | 216 | 216 |
| Exempt: An employee NOT subject to the overtime provisions of the Fair Labor Standards Act (FLSA). | | | | | | | | | | |