

Enter Summer Leave

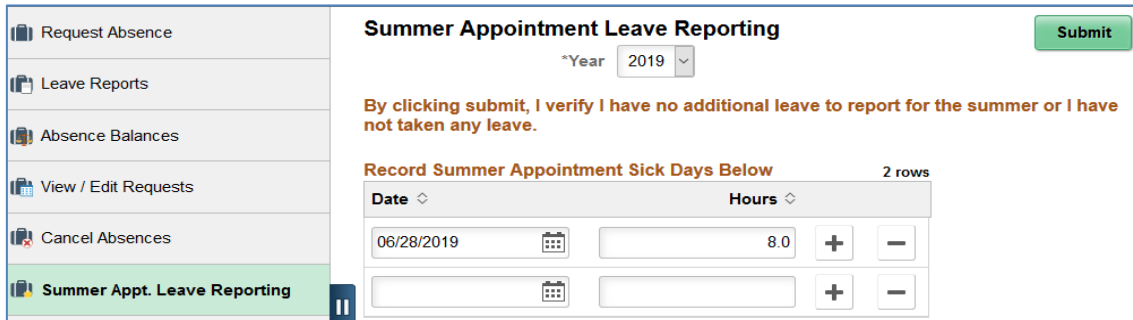
All employees with 9 month and Summer Service and/or Summer Session appointment must enter sick leave absences for the summer. If no leave was taken a one time, "No Leave Taken" entry must be entered. Entries made encompass the entire summer even for employees with more than one summer appointment.

WARNING: Failure to enter sick leave or No Leave Taken for the summer will result in loss of sick leave.

Access Summer Leave Reporting

NOTE: To record sick leave use or No Leave Taken during the academic calendar year, use the Request Absence tab.

1. Sign into my.wisconsin.edu
2. Click the **Time and Absence** tile.
3. Click **Summer Appt. Leave Reporting** on the left side of the screen.



Record Summer Sick Leave

1. Enter the **Date** of sick leave used in the *Record Summer Appointment Sick Days Below* area.
2. Enter the number of hours used for that day in the **Hours** field.
3. To enter additional dates, click the **plus sign**.
4. Click the green **Submit** button in the upper right corner.
NOTE: A green success banner will appear at the top of the page.
5. Click the Action (hamburger) menu in the upper right and click **Sign Out**.
NOTE: Additional sick leave absences can be entered later in the summer by following the same steps.

Enter Summer No Leave Taken

NOTE: No Leave Taken should not be entered until the end of the summer appointment.

1. Click the green **Submit** button in the upper right corner.
NOTE: A green success banner will appear at the top of the page.
2. Click the Action menu in the upper right and click **Sign Out**.