

STAFF SENATE RESOLUTION #232

**Title: Resolution Requesting Updated Leave Policy for University of Wyoming Employees**

**Date: August 2, 2017**

**Author: Senator Stevens**

**Sponsors: Senators Ballard, Smoot and Tanner**

1 WHEREAS, paid vacation leave is a benefit of employment offered to classified staff at the University of  
2 Wyoming, and;

3 WHEREAS, vacation leave accrual for University of Wyoming staff employees is capped at a maximum  
4 of 352 hours<sup>1</sup>, and;

5 WHEREAS, departments on campus occasionally find it necessary to impose leave blackouts on their  
6 staff employees for extended time periods, and;

7 WHEREAS, staff employees in these units who have accrued vacation leave at or near the maximum  
8 limit of 352 hours will not continue to earn vacation leave at their designated rate during the blackout  
9 period;

10 THEREFORE, be it resolved that the Staff Senate of the University of Wyoming requests that any unit  
11 imposing a leave blackout be required to pay out any vacation leave over the 352 hour cap that would  
12 have been earned by employees during the blackout period if they had been free to use their accrued  
13 leave, and;

14 THEREFORE, be it further resolved that Staff Senate requests that any unit of the University that plans  
15 to impose a leave blackout period be required under University policy to give at least 30 days' notice of  
16 impending leave blackouts to allow their employees to plan accordingly .

**Date of Passage:** \_\_\_\_\_

**“Being enacted on \_\_\_\_\_, I do hereby sign my name hereto and approve this Senate action.”**

\_\_\_\_\_  
**Staff Senate President, Rachel Stevens**

<sup>1</sup> [http://www.uwyo.edu/hr/\\_files/docs/human-resources/employee-handbook.pdf](http://www.uwyo.edu/hr/_files/docs/human-resources/employee-handbook.pdf)