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

Date: August 2, 2017

Author: Senator Stevens

Sponsors: Senators Ballard, Smoot and Tanner

WHEREAS, paid vacation leave is a benefit of employment offered to classified staff at the University of Wyoming, and;
WHEREAS, vacation leave accrual for University of Wyoming staff employees is capped at a maximum of 352 hours¹, and;
WHEREAS, departments on campus occasionally find it necessary to impose leave blackouts on their staff employees for extended time periods, and;
WHEREAS, staff employees in these units who have accrued vacation leave at or near the maximum limit of 352 hours will not continue to earn vacation leave at their designated rate during the blackout period;
THEREFORE, be it resolved that the Staff Senate of the University of Wyoming requests that any unit imposing a leave blackout be required to pay out any vacation leave over the 352 hour cap that would have been earned by employees during the blackout period if they had been free to use their accrued leave, and;
THEREFORE, be it further resolved that Staff Senate requests that any unit of the University that plans to impose a leave blackout period be required under University policy to give at least 30 days’ notice of impending leave blackouts to allow their employees to plan accordingly.

Date of Passage:
“Being enacted on September 6, 2017, I do hereby sign my name hereto and approve this Senate action.”

[Signature]

Staff Senate President, Rachel Stevens

¹http://www.uwyo.edu/hr/_files/docs/human-resources/employee-handbook.pdf