Cyclic Year Designation of Leave Without Pay

Please utilize the information below to determine cyclic year schedules for all professional and classified cyclic employees for the next fiscal year (July 1 – June 30). Any questions, contact Julie Nicolaas, X7718.

A form is recommended for each cyclic employee in your department. Either the department or the employee can complete the information and schedule on the form.

Section One: Information needed to create a cyclic schedule.

- Supervisors will inform employees, in writing, of scheduled periods of cyclic leave without pay at least fifteen (15) calendar days prior to the beginning of each annual cycle.

- Schedule the working days of leave without pay during the time period when the employee is required to be out of pay status during the year (e.g., eleven-month positions require 22 fulltime working days out of pay status each year, nine-month positions require 66 fulltime working days out of pay status each year.)

- Employees with Alternate Workweek Schedules: Compute the total hours of cyclic required, then convert back to the alternate schedule days. (e.g., a ½ time employee on an 11-month schedule who works four 5-hour days each week. A month of cyclic at 50% appointments = 22 days x 8 hours/day x 50% = 88 hours total cyclic needed. Divide 88 by the 5-hour work days to arrive at 17.6 days needed for cyclic leave.)

- Be sure that the dates correspond to actual scheduled working days during this period.

- If an employee is assigned partial days leave without pay, indicate the number of leave hours to be taken.

- When scheduling vacation leave for cyclic employees, remember that they can only use vacation leave during those times they are scheduled to work. Vacation leave cannot be used during cyclic leaves of absence.

- Requests for adjustments to appointment lengths should be directed to your dean or vice president. Adjustments cannot be made by scheduling less than the required number of days of leave without pay.

Section Two: How to report cyclic leave on the time sheet.

- Cyclic leave hours must be entered on the day cyclic leave is taken.

- If leave without pay is used instead of cyclic in error, insurance coverage could be affected. For classified staff, seniority and increment date could be affected.

Section Three: How cyclic leave affects leave accrual and pay.

- Vacation and sick leave credits are not earned during cyclic leave without pay which exceeds ten (10) working days in a calendar month.

- Employees will be paid for holidays during periods of scheduled cyclic leave without pay under the following conditions:

  1. The employee must be scheduled to work during the month in which the holiday occurs, AND
2. The employee must work or be in pay status on the last day of the work schedule, AND
3. The scheduled work must occur prior to the holiday.

- Medical and dental insurance coverage continues during the scheduled cyclic leave without pay. When cyclic leave is for an entire pay period or more, premiums will be collected in arrears for medical, optional life and optional long term disability insurance once you return to paid status.

Additional Information Effecting Classified Employees

- If additional work is required of a cyclic year position during an employee’s scheduled cyclic leave, the work must be offered to that employee before it is offered to anyone else, and they must be given three working days to decide to accept or decline the work.
- When a Trial Service or Probationary Period is interrupted by a scheduled cyclic leave without pay, which exceeds ten working days, that period will be extended by the number of leave days taken.
- There is no loss of layoff seniority during scheduled cyclic leave without pay.
- There is no change in the annual increment date due to scheduled cyclic leave without pay, unless leave without pay exceeds ninety (90) calendar days.
- Scheduled cyclic leave without pay will not be deducted when determining vacation accumulation rate.

Contacts:
Questions regarding the cyclic year form, contact Julie Nicolaas x7718
Questions on Professional Staff positions or Classified Staff positions, contact Holly Karpstein x 3924.

Cyclic leave may impact Retirement Service Credit for PERS or TRS participants. Refer questions to the Benefits office at x7713.