

Non-Contract Time Leave

What is it?

Non-Contract Time, when used as a leave category for less than full-time equivalent (FTE) employees, refers to periods when these employees are not scheduled to work according to their contract terms. Here's a detailed explanation:

- **Non-Contract Time Definition:** This is time when the employee is not expected to work and is not compensated. It is distinct from vacation, sick leave, or other paid time off because it is unpaid and not considered part of the employee's regular hours.
- **Application to Less than 1 FTE Employees:** For employees working less than full-time (less than 12-month contract), their work schedule is typically defined by the number of months they are contracted to work. Pay is typically divided over 12 months for employees working less than a 12-month contract. Non-contract time refers to the months or days outside of this agreed schedule. For example, for those on a 10-month contract, two months of the year are Non-Contract Time.

How does it work?

In July, at the beginning of the fiscal year, you will have your Non-Contract Time front loaded into your Non-Contract Leave category in Badger Web.

The table below details the number of hours and days that will be frontloaded according to the length of the annual contract.

| Non-Contract Leave | | |
|--------------------|-------------------|------------|
| FTE | Frontloaded Hours | Total Days |
| 96% or 11.5-Month | 88 hours | 11 days |
| 92% or 11-Month | 176 hours | 22 days |
| 83% or 10-Month | 352 hours | 44 days |
| 80% or 9.5-Month | 416 hours | 52 days |
| 75% or 9-Month | 520 hours | 65 days |

In your monthly leave report, you will need to ensure that each week (Saturday through Friday) is reconciled to 40 hours and enter any Non-Contract Time Off leave as necessary.

For example: If you are on an 11-month contract, and you work 36.67 hours per week rather than taking a full month off, you would need to input 3.33 hours of non-contract leave in your report weekly to total 40 hours per week between the time worked and the time not-worked.

Another example: If you are on an 11-month contract and you take the month of June off, you would need to input 40 hours weekly or 8 hours daily of non-contract leave in your report. This would use up your allotted Non-Contract Time of 176 hours or 22 days. Be sure to use your non-contract leave on holidays that fall within your month off.

Non-Contract Time leave hours do not roll over. You will receive the allotted number of hours at the beginning of the fiscal year. These hours expire at the end of the fiscal year. If it is found that you are not utilizing your non-contract leave hours your contract may need to be re-evaluated and adjusted to reflect the hours you are working versus not working.

Non-Contract Time leave hours are non-compensable. This leave category represents non-paid time, therefore it cannot be paid out for non-usage or at the time of employment separation.

How will it affect you?

You will now be required to report any Non-Contract Time leave periods in Badger Web. When reporting your Non-Contract Time, you will use the Earn Code for Non-Contract Time to indicate your Non-Contract Time leave in your monthly leave report. Detailed instructions for entering your leave report can be found [HERE](#).

Non-Contract Time leave is unpaid and does not count towards the accrual of benefits such as vacation or sick leave. This is why your leave accrual rates are prorated. However, you will continue to have both your salary paid and your leave accrual rate prorated over 12 months according to your contract length.

| Exempt Status - Vacation | | | | |
|------------------------------|-------------------------------|------------------------------|------------------------------|------------------------------|
| | 100% FTE Monthly Accrual Rate | 92% FTE Monthly Accrual Rate | 83% FTE Monthly Accrual Rate | 75% FTE Monthly Accrual Rate |
| | 14.67 hours | 13.5 hours | 12.18 hours | 11 hours |
| Non-Exempt Status - Vacation | | | | |
| Service | 100% FTE Monthly Accrual Rate | 92% FTE Monthly Accrual Rate | 83% FTE Monthly Accrual Rate | 75% FTE Monthly Accrual Rate |
| 0-3 Years | 10 hours | 9.2 hours | 8.3 hours | 7.5 hours |
| 3-6 Years | 12 hours | 11.04 hours | 9.96 hours | 9 hours |
| 6+ Years | 14.67 hours | 13.5 hours | 12.18 hours | 11 hours |

12-month = 100% FTE, 11-month = 92% FTE, 10-month = 83% FTE, 9-month = 75% FTE

| Paid Medical Leave | | | | |
|--------------------|-------------------------------|------------------------------|------------------------------|------------------------------|
| | 100% FTE Monthly Accrual Rate | 92% FTE Monthly Accrual Rate | 83% FTE Monthly Accrual Rate | 75% FTE Monthly Accrual Rate |
| | 8 hours | 7.36 hours | 6.64 hours | 6 hours |

Your supervisors will work with you to ensure that your schedule is clear and that any Non-Contract Time leave is appropriately accounted for.

Summary

- Non-Contract Time is when the employee is not expected to work.
- Applies to employees on less than a 12-month assignment.
 - The contract period follows the fiscal year dates, July 1 through June 30.
- Starting July 1st, employees must report Non-Contract Time in their monthly leave reports.
 - Weeks should be reconciled to 40 hours.
- Non-Contract Time is front loaded into the leave category at the beginning of the fiscal year or at the time of hire.
- Non-Contract Time expires annually.
 - This means it does not roll over into the following year.
- Non-Contract Time is non-compensable.