

DID YOU KNOW?

December 1, 2025

WCSD Benefits Monthly Newsletter

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UKG-TimeCard

Are you interested in knowing how many leave accrual days you have? It's easy to find out!

[Click here for mobile app and desktop instructions](#)

To access UKG, go to Employee Services on the WCSD website. Log in to the UKG Ready time management system.

[Click here to access the website](#)

Family and Medical Leave Act

If you worked at least 1,250 hours in the 12 months before leave and have been employed with the District for 1 year or more, you may be eligible for FMLA. This benefit allows you to take up to 12 weeks of unpaid, job and benefits protected time off, for your serious health condition, to care for a spouse, dependent, or parent with a serious health condition, birth of a child, or placement of a child for adoption, foster care, or bonding with a child, and some qualifying exigencies for related to military deployment.

[Click here to view the policy](#)

Paid Parental and Postpartum Leave

Benefit eligible employees who qualify for paid leave benefits, including personal time, sick time, vacation, or any other type of leave an employee may take while receiving compensation and working 30 hours or more per week per contract year, as classified employees or .5FTE certified employees can receive up to 3 weeks paid parental leave and 3 weeks paid postpartum recovery leave. Paid parental leave can be used for births, adoptions, surrogacy, placement of a child in foster care, and legal guardianship of a child for a continuous 3 weeks. Paid postpartum recovery leave for a new mother begins on the date of birth and precedes paid parental leave.

[Click here to view the policy](#)

Sick and Personal Days

Are you interested in how time accruals work?

Certified teachers (.5 FTE or more) receive 2 no-cost personal days and 2 cost days at the standard deduction rate each year. Classified employees (working 30 hours or more) receive 2 personal, no-cost days and 1 personal, cost-day at the standard deduction rate each year.

Year-round 239-day (30 hours or more) contracts receive a vacation day each month.

[Click here to view the policy](#)

An eligible employee earns one day of sick leave for each month in work status. Sick time is accrued at 10 days per year for employees working August-May contracts and 12 days per year for 239-day contracts. Certified .5FTE and classified 30 hours or more are eligible.

[Click here to view the policy](#)

Mental Health Resources

Holidays bring so much joy, time for families to come together. They can also be a time when grief and emotions surface, making the days a challenge. The District has several resources, **including no-cost options**, for employees and family members.

[Click here for mental health resources](#)