

Topics for Academic Professional / Faculty

Paychecks and Pay Schedule

Paydays are the 16th of the month for the previous month of work. Paychecks for some grandfathered employees are picked up by a designated individual in each department and distributed within the department. All new employees must sign up for Direct Deposit of pay. Those employees with Direct Deposit can access the Compensation section of their NESSIE account to determine their withholdings, SURS, retirement amounts, and the amount going into their accounts.

If you have questions about your paycheck, you may contact the Payroll Department at 996-1922.

Notice of Appointment (NOA) for Academic Professionals

Your NOA will describe the terms of your employment and are issued to each academic professional by the Board of Trustees. Your NOA will come in paper form upon initial hire. Sometimes it takes a few weeks from your date of hire to receive your NOA. Any subsequent renewal of your NOA will be issued electronically in your employment section of NESSIE. When you receive your NOA, speak with your supervisor about anything about which you may want clarification. If you need further clarification, contact Academic Human Resources / Records at 413-3490.

Notice of Nonreappointment for Academic Professionals

Your NOA will have a section called "Certain Terms of Employment." This section describes what rights you have to formal notice from the Board of Trustees if your unit decides not to renew your appointment.

In general, 100% time Academic Professionals on "hard" funding who have fewer than four years of service are entitled to six months notice. Those with four years or more of service are entitled to twelve months notice.

In general 100% time Academic Professionals on "soft" funding are entitled to two months notice if they have fewer than four years of service. They are entitled to six months notice if they have been employed more than four but less than five years; then they gain one month of notice for each additional year of service, reaching the maximum of one year's notice for ten years of service.

Formal notice of non-reappointment is not required for any part-time academic professional, or anyone in a position of a temporary nature (e.g. any position that includes the title Visiting, Acting, or Interim.)

Full time postdoctoral research associates on hard funding are entitled to notice from the Board of Trustees six months before the end of their current contract; if later, they must be offered an additional one-year contract. Full time postdoctoral research associates on soft funding are entitled to no formal notice from the Board of Trustees.

Vacation

Staff members appointed for the academic year (nine months) or for the ten month option have no vacation periods except for specific approved holidays.

Full time staff members appointed on a twelve-month basis receive 24 workdays of paid vacation per appointment year.

Part time staff members appointed on twelve month basis receive 24 workdays of paid vacation at the percentage of their appointment per appointment year. For example, a 50% appointee would have 24 half days of vacation.

Vacation is arranged to accommodate the convenience of the staff member and the best interests of the unit.

Vacation may be accumulated to a maximum of 48 workdays.

During a partial year appointment, vacation is prorated.

Employees who terminate employment may be required to use all vacation benefits before the last day of employment.

In some instances, employees whose salaries are funded by grants may be required by their departments to use vacation as earned with no carry-over accumulation.

Floating Holidays

Support staff and administrative staff working in the University of Illinois Hospital and Clinics, physical plant operations, laundry, telecommunications, police department, campus housing, Biologic Resources Laboratory, and the Pavilion have four floating holidays.

Support staff and administrative staff working in all other campus units have two floating holidays.

Instructional staff, including teaching assistants, lecturers, and instructors through full professors, on academic year-type service basis contracts may not take floating holidays on days when they are normally scheduled for direct instruction, except for the observance of a religious holiday. If this exception is made, arrangements must be made to maintain the total number of direct instructional hours required for the course involved.

Floating holidays are not available to employees who are contracted for less than 50 percent of full-time service. Floating holidays should be appropriately prorated for part-time employees between 50 and 99 percent time and for partial year service.

Employee choice of floating holidays is subject to departmental approval.

Floating holidays may not be carried forward from one academic year to the next. Floating holidays not taken within the academic year are forfeited. They are not compensable at the time of resignation, termination, or retirement.

Sick Leave

Sick Leave may be used for illness of, injury to, or need to obtain medical or dental consultation for the staff member or the staff member's spouse or children or, on an exceptional basis, for dependent residents of the staff member's household.

Academic and administrative staff members (with the exception of medical residents and postdoctoral research associates) who are participants in the State Universities Retirement System (SURS) or the Federal Retirement System, and who are appointed for at least 50 percent time to a position for which service is expected to be included for at least nine consecutive months, earn 25 workdays of sick leave each appointment year. (Policy 10, Rule 10.01 University of Illinois Policy and Rules)

Twelve of these sick days are cumulative. If these 12 days are used, as many as 13 additional noncumulative sick days are available in that appointment year. When these 25 days of sick leave (12 cumulative and 13 noncumulative days) are exhausted in an appointment year, any balance of leave accumulated in previous appointment years may be used.

Staff members on appointment for less than a full appointment year receive a prorated share of the 12 cumulative days and 13 noncumulative days.

Postdoctoral research associates, medical residents, annuitants, graduate assistants, and those employees appointed for less than 50 percent time or for less than a continuous nine month period receive 13 noncumulative and noncompensable sick leave days per appointment year. They are not eligible to accumulate sick leave.

Employees are not paid for accumulated sick days at the time of separation from employment at the University. However, an employee who terminates employment from the University five years or more from the effective date of hire may use accumulated sick leave to increase creditable service in accordance with the rules of the State Universities Retirement System.

MONTHLY LEAVE REPORT FOR ACADEMIC EMPLOYEES

Name: _____	Department: _____
August 16, _____ to August 15, _____	

	Vacation:	Sick Leave	Floating Holiday	Date and Employee Signature	Date and Supervisor Signature
Aug 16 th to Sep 15 th					
Sep 16 th to Oct 15 th					
Oct 16 th to Nov 15 th					
Nov 16 th to Dec 15 th					
Dec 16 th to Jan 15 th					
Jan 16 th to Feb 15 th					
Feb 16 th to Mar 15 th					
Mar 16 th to Apr 15 th					
Apr 16 th to May 15 th					
May 16 th to June 15 th					
Jun 16 th to Jul 15 th					
Jul 16 th to Aug 15 th					