

May

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For Immediate  
Release

## Academic Vacation and Sick Leave (AVSL) Reporting

This message provides information about reporting Academic Vacation and Sick Leave (AVSL) in Banner. Please forward to all appropriate individuals in your unit who maintain PEALEAV or who answer questions regarding AVSL reporting.

Overview training sessions will be available in May. To register, go to <https://hrnet.uihr.uillinois.edu/dart-cf/sessions/index.cfm>. Resource materials are available on the University Human Resources website at <https://hr.uillinois.edu/PolicyCompliance/Toolkit/GuidanceRes/AVSL.cfm>.

Mass communications will NOT be sent to affected employees. Therefore, if you have not already begun to collect the information, you may wish to share the information below with your affected academic employees.

As a reminder, University policy requires that AVSL be reported twice a year, in May and in September. Units should be collecting AVSL usage from employees in preparation for the first 2011 reporting period. This is particularly important for those leave-eligible employees who may be leaving campus May 15, 2011.

The two AVSL reporting periods are August 16, 2010 through May 15, 2011 and May 16, 2011 through August 15, 2011. **Because the University reports its liability to the State every June, it is critical that reporting be done for both 9/12 and 12/12 month employees at this time.**

**\*\* AVSL usage information should be entered into Banner beginning May 16, 2011 and no later than June 8, 2011 for the first reporting period.\*\***

Remember that your employees should report any leave taken in hours, keeping in mind that one full-time day equals eight hours. For example, if your full-time employee used 10 vacation days and 2 sick days, you would report 80 hours of vacation leave used and 16 hours of sick leave used. As a reminder, Academic employees who are not eligible for overtime should be reporting absences in half- and full-day increments only (except when leave is taken under the Family and Medical Leave Act). Absences in increments less than half- or full-days should not be charged against vacation or sick leave balances. Part-time and alternative schedule employees report absences as appropriate based on their schedule. Generally speaking, the employee reports either half-day or a full-day based on their scheduled hours for the day. Please note: When an employee separates from the University, transfers from one unit to another, or changes employment groups, departments are required to use the same process in order to update leave balances.

If you have any questions, please contact the appropriate campus Human Resources office. Human Resources, Faculty Affairs, (312)355-2412 or [fah@uic.edu](mailto:fahr@uic.edu)  
Human Resources, Campus (312) 996-4848 or [HRSC\\_helpdesk@uillinois.edu](mailto:HRSC_helpdesk@uillinois.edu)