

August

15
- 2011 -

For Immediate
Release

Academic Vacation and Sick Leave (AVSL) Reporting Fall 2011

As a reminder, University policy requires that AVSL be reported twice a year, in May and in August. Units should be collecting AVSL usage from employees in preparation for the second 2011 reporting period.

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.

An overview AVSL PowerPoint training presentation and additional resource materials are available at: <http://www.uic.edu/depts/hr/support/AVSL/index.shtml>

If you have questions after viewing the AVSL training presentation and materials you can register for an **AVSL Q & A Webinar Session to be held on September 1, 2011** at 1:00 pm at the following link: <https://www1.gotomeeting.com/register/531559489>

This reporting period is to record amounts used May 16, 2011 through August 15, 2011. But remember that leave usage entered in Banner during this reporting period should be the cumulative usage for the period August 16, 2010 through August 15, 2011.

AVSL usage information should be entered into Banner beginning August 16, 2011 and no later than September 6, 2011 for the fall 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, departments are requested to use the same process in order to bring leave balances current for payout purposes.

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An AVSL PEALEAV balances report is available in View Direct at <https://docdirectpweb.admin.uillinois.edu/ddrint/servlet/ddrint>. The Report ID is HRRESLVBL. You can only access information for your organization. If you cannot access the report, have your Unit Security Contact (USC) request access for you by sending an email to the AITS Help Desk at helpdesk2@uillinois.edu with the following information:

1. First and Last name of the user
2. Enterprise ID
3. Org Code(s) requesting access to
4. Report ID: HRRESLVBL
5. Report Name: ACADEMIC VACATION SICK LEAVE BALANCES

If you have any questions, please contact your campus Human Resources Office.

Human Resources, Faculty Affairs, (312) 355-2412 or fahr@uic.edu

Human Resources, HR Service Center (312) 413-3490 or ahr@uillinois.edu