

## **BENEFITS/VACATION/SICK LEAVE/ABSENCE REPORTS**

Academic staff receives 24 days paid vacation, 12 days noncompensable accruable sick leave, and 13 days noncompensable non-accruable sick leave each academic year. The academic year begins on August 16 and ends on August 15.

Both sick leave and vacation benefits are accruable, but the maximum number of vacation days that may be carried over into the following year is 48.

When an academic employee is terminated, the employee will receive a check for all unused vacation days (up to 48 days paid at 100%) and for all unused compensable sick leave earned prior to January 1, 1998 (paid at 50% of all days remaining). Any non-accruable sick leave balances will not be paid.

### **Vacation Days**

Full-time academic staff appointed on a twelve-month basis in a 100% appointment receives 24 workdays of paid vacation per appointment year. The days are earned at the rate of 2 days per month served.

**Example:** If the appointment begins on August 16, the employee is eligible for 24 paid vacation days. If the employee were to take two weeks vacation in September, and then ends their contract with the University on October 15, the employee would owe the library six (6) paid vacation days. As you only earn two (2) days per month, the employee would not have earned the additional six (6) paid vacation days, and the amount would be deducted from their final check.

If an employee's contract with the Library begins after the start of the academic year, the vacation days are pro-rated from the time the appointment begins. The employee receives .5 vacation days for each full workweek remaining in the month he/she is initially hired. For each month following, he/she receives two vacation days per month until the end of the academic year.

Unused vacation days will be carried over to the next contract year, **up to 48 days**. When the employee is terminated, he/she will receive a check for all unused vacation days **up to 48 days**.

### **Disability (Sick Leave)**

Employee appointed for at least 50% time to a position for at least nine consecutive months, earn 25 workdays of sick leave each appointment year. Twelve of these days are cumulative, which if unused, may add up to a maximum of 240 workdays. As with vacation time, if the contract begins after the start of the academic year, the numbers of days are prorated from the time the contract begins.

**Accruable:** If an employee does not use all of his/her accruable sick days, they will be carried over to the next year.

**Non-accruable:** Non-accruable sick leave is not carried over.

### **Use of Disability Leave**

Noncompensable accruable sick days are used first. Once all 12 noncompensable accruable sick days for that academic year are exhausted, the 13 noncompensable non-accruable sick days will be used. If all 25 days of sick leave are exhausted in an academic year, the employee may use any balance of compensable accruable sick leave accrued prior to January 1, 1984.

### **Floating Holidays**

Each employee receives two floating holidays each year. Floating holidays are also prorated from the date of appointment. If the employee starts between August 16 and February 15, he/she is eligible for both floating holidays. If the employee begins on February 16 or later, he/she is eligible for one day. If an employee leaves between August 16 and February 15, and has taken both floating holidays, he/she owes the library one day.

Floating holidays are not carried over into the following academic year.

### **Funeral Leaves**

When indicating a funeral leave, the employee must state the relationship to the deceased as this determines the amount of funeral leave that is allowed.

Paid leave of up to three workdays will be granted to an employee upon the death of a member of the employee's immediate family or household, in-laws; grandchildren, and/or grandparents of immediate family. Paid leave of one day will be granted to attend the funeral of a relative other than those stated above, outside the employee's household.

- Immediate family is defined as father, mother, sister, brother, spouse, and children.
- In-laws are defined as mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law.
- An aunt, uncle, niece, nephew, or cousin is regarded as a member of the immediate family only if he/she is a resident in the employee's household.

For the purposes of application of Funeral Leave, relationships existing due to marriage terminated upon the death or divorce of the relative through whom the marriage relationship exists. Current marital status will be defined in accordance with Illinois State law.

### **Monthly Absence Reports**

Each employee is required to fill out a monthly absence report each month and submit it to his/her supervisor for approval. The supervisor then signs the report and routes it to Library Personnel. It is important for each employee to keep a copy of their report for their records.

Mark all sick leave under "Disability". Anytime you are being paid, but are not on campus, you must enter the reason under "Other Paid Absences". For example, all holidays and other absences such as jury duty, ALA conferences and funeral leave must be indicated. All professional leaves must be approved prior to taking the days off. Any vacation days should be marked under "Vacation".

When filling out the Monthly Absence Reports, all days must be marked in full or half days. No other denomination is permissible. Each day taken should be marked individually.

Jessie/academic/forms/ben/vac/sic/abs