

ACADEMIC MONTHLY ABSENCE REPORT

Name: _____

Department: _____ Month & Year __/16/200__ - __/15/200__

DATE or range of dates	VACATION (report in <u>half</u> or <u>full</u> days)	SICK LEAVE (report in <u>half</u> or <u>full</u> days)	OTHER PAID ABSENCES* (report in <u>half</u> or <u>full</u> days with explanation of the leave)

* Report administrative, conference, funeral, or military leave; jury duty; floating holidays; or campus/UI gift day. See <http://www.uic.edu/depts/lib/admin/personnel/> and its links for more information. Administrative and conference leave must be approved in advance using the “Request for Approval of Professional Leave” form.

Research leave taken this month, in full or half days: _____

Research leave also must be approved in advance by the supervisor. Tenured and tenure-track faculty are allowed up to 15 research leave days per year. Clinical faculty are allowed up to 10 research leave days per year.

Employee Signature

Supervisor’s Signature

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Academic Monthly Absence Reports must be completed by each member of the University Library faculty and academic staff. It is advised that the originator keep a copy. The report must be signed by the originator, the Department Head, and the appropriate Division Head. The Division Head forwards the reports to the Library Human Resources Office.

You must account for all time that you are not on campus but for which you are paid. This means that Academic Monthly Absence Reports need to be completed for time while on a leave-with-pay such as when on sabbatical.

Time should only be recorded in half or whole day segments, not in hours or any fraction of the day other than 1/2. Record all vacation time and sick leave used during the month. Any other time must be entered under "Other Paid Absences". Frequently used "Other Paid Absences" include, but are not limited to:

Holidays: University holidays for which you are paid, i.e. New Year's Day, Memorial Day, the Fourth of July, etc.

Floater: Two Floating Holidays are granted for the academic year (08/16–08/15) dependent on the time of appointment.

Jury Duty: All faculty and academic staff will be given jury duty leave with pay for the duration of such duty.

Funeral Leave: The University Library's policy is that paid leave of up to three workdays be granted to an eligible employee upon the death of a member of the employee's immediate family, household, in-laws, grandchildren, and/or grandparents of immediate family; and one workday to attend the funeral of a relative other than above outside the employee's household.*

Military Leave: Leaves of absence will be granted per regulations in the Faculty/Staff Handbook.*

Professional Leave: All professional leaves should be recorded by indicating the purpose of the leave, i.e. ALA Annual Conference, ASIS Meeting, ACRL, research days, administrative leaves, etc.

The submittal of the Academic Monthly Absence Report accounts for time taken, it does not supersede departmental policies and procedures required for approval and scheduling.
*Call Library Human Resources at 996-7353 with questions.