April 2024

From: Human Resources
Re: 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. A draft communication, that may be modified to fit your needs, is also attached that you may use to communicate to your Faculty, Academic Professional, and other Academic staff members who need to report usage during this reporting period.

Resource materials are available on the System Human Resource Services website at https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5601.

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 August. Units should be collecting AVSL usage from employees in preparation for the first 2024 reporting period. This is particularly important for those leave-eligible employees who may be leaving campus May 15, 2024.

The two AVSL reporting periods will be: August 16, 2023 through May 15, 2024, and May 16, 2024 through August 15, 2024. **Because the University must report its liability to the State, it is critical this report be done for both 9/12 and 12/12 month employees.**

** AVSL usage information for Academic (faculty and staff) employees should be entered into Banner beginning May 16, 2024 and no later than June 4, 2024 for the first reporting period.**

** Please remember to add information for your university HR contacts related to the overtime exempt civil service reporting requirements for the May reporting period (August 20, 2023 – April 27, 2024). Overtime exempt civil service usage information should be entered into Banner beginning May 2, 2024 and no later than May 11, 2024. **

As a reminder, employees should not be entering their own leave usage in Banner. If one individual enters usage for all Academics in that unit, department, and/or college, a different individual must be identified to enter usage for that person. There are no exceptions to this process.

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.

An AVSL PEALEAV balances report is available
https://www.hr.uillinois.edu/human_resource_systems/reporting_portal/hr_reports. After logging in with your Enterprise ID and password, select UHR Reports on this page and then select PEALEAV Academic Vacation/Sick Leave Balances under Operational Reporting/General Reports. 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 servicedeskaits@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: PEALEAV Academic Vacation/Sick Leave Balance

If you do not know who your USC is, access the USC List at
https://www.aits.uillinois.edu/access/find_my_usc by selecting your campus and entering your Enterprise ID and password.

If you have any questions, please contact your university Human Resources office.

Chicago:
Human Resources, Campus (312) 413-3490 or uichrservicecenter@uillinois.edu

Urbana:
Illinois Human Resources (217) 333-2413 or SHR-RECORDS@mx.uillinois.edu

Springfield:
Human Resources (217) 206.6652 or uishr@uis.edu

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This email address does not accept replies. If you have a question or comment, please refer to the contact information provided above for assistance.