

# Academic Vacation and Sick Leave (AVSL) Reporting

## Spring 2017

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.

An overview AVSL webinar will be held on May 25, 2017 at 10 AM. To register, please go to the following link: <https://attendee.gotowebinar.com/register/5971432639730396930>. Resource materials are available online on the UIC Human Resources website under **Academic Vacation and Sick Reporting**.

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 2017 reporting period. This is particularly important for those leave-eligible employees who may be leaving campus on May 15, 2017.

The two AVSL reporting periods will be: August 16, 2016 through May 15, 2017, and May 16, 2017 through August 15, 2017. **Because the University must report its liability to the State in June, it is critical this reporting be done for both 9/12 and 12/12 month employees.**

\*\* AVSL usage information should be entered into Banner beginning May 16, 2017 and no later than June 6, 2017 for the first reporting period.\*\* **Colleges/units that currently use the University AVSL tool will not need to complete these steps. Please refer to the instructions that were sent out by University Administration.**

***As a general 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 for your reference. 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 [helpdesk2@uillinois.edu](mailto: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: PEALEAV Academic Vacation/Sick Leave Balance

If you do not know who your USC is, access the USC List at [USC List](#) by selecting your campus and entering your Enterprise ID and password.

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

UIC HR Service Center (312) 413-3490 or [UICHRServicecenter@uillinois.edu](mailto:UICHRServicecenter@uillinois.edu)

UIC HR Help Desk, (312) 413-4848 or [UICHRHelpdesk@uillinois.edu](mailto:UICHRHelpdesk@uillinois.edu)