

UIC HR POLICIES AND PROCEDURES

NUMBER
801-02

MANUAL Human Resources	SECTION Leaves and Absences	PAGE 1 of 2
SUBJECT Sick Leave and Vacation Transfer within the University	EFFECTIVE 04/01/1997	REVISED 09/03/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To communicate UIC policy regarding transfer of an employee's accrued vacation and sick leave when the employee transfers from one position to another within the University.

SOURCES AND BACKGROUND

General Rules Concerning University Organization and Procedure
University of Illinois Policy and Rules for Civil Service Staff

APPLICABILITY

Faculty, academic professional, and support staff employees who transfer from one position to another within the University and have accumulated vacation and sick leave balances

POLICY

Accumulated vacation and sick leave time will be transferred when an employee moves from one position to another within the University where earning will continue. Maximums applying to the new position may limit additional earnings. In general, nothing earned and accruable at the time of transfer will be lost. If the transferred time is less than the maximum for the new position, additional leave may be accumulated up to the maximum of the new position.

PROCEDURES

RESPONSIBILITY

1. Unit Coordinator – old unit
2. Unit Coordinator – new unit

ACTION

Initiates an Employee Group Change within the HR Front End and routes to the College. If the new job does not qualify for vacation and/or sick leave, the unit prepares the payout through Banner.

Reviews HR Front End transaction and ensures vacation/sick time is appropriately credited to the employee's new position or paid out as appropriate.

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3. UIC HR Service Center

If the person is changing from civil service to academic or vice-versa, the HR Service Center will calculate the conversion (as necessary) and enter the leave amounts on the new job on PEALEAV. If the person has an over-maximum amount to be preserved, the amount will be entered in VACC. If the person is going from one academic job to another academic job, the new unit will transfer the amount on PEALEAV to the new job.