

UIC POLICIES AND PROCEDURES

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MANUAL Human Resources	SECTION Leaves and Absences	PAGE 1 of 1
SUBJECT Leave Reporting for Academic Professional Employees	EFFECTIVE 04/01/1997	REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To set out a method for collecting data on official vacation and sick leave use for academic professional employees on a monthly and yearly basis and to ensure compliance with UIC policy.

SOURCES AND BACKGROUND

Memorandum from the Chancellor to Deans, Directors, and Department Heads, July 6, 1994

APPLICABILITY

All UIC academic professional employees

POLICY

Each academic professional employee must enter leave time in the "Academic Vacation Sick Leave – AVSL" system or, if AVSL is not being used by the department "Leave Report for Academic Professional Employees" is to be completed each month. The form is used by employees to identify absences while using vacation, sick leave, or floating holidays. Supervisors should approve leave time on a monthly basis or maintain the "Leave Report" paper forms in the files for bi-annual reporting purposes. Proposed use of leave and floating holidays should be requested in writing and approved in advance.

PROCEDURES

RESPONSIBILITY

1. Academic professional employee
2. Department/Unit Head

ACTION

Enters leave time in AVSL or completes "Leave Report for Academic Professional Employees" if AVSL is not in use, on a monthly basis.

Approves leave time in AVSL or collects and maintains paper "Leave Report" forms in files for twice annual reporting on PEALEAV.