

Academic Vacation and Sick Leave (AVSL) Reporting

Fall 2018

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 for Faculty, Academic Professional, and other Academic staff members or who answer questions regarding AVSL reporting. Resource materials including the revised Fall 2018 AVSL PowerPoint presentation 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 August. Units should be collecting AVSL usage from employees in preparation for the second 2018 reporting period.

This reporting period is to record amounts used from May 16, 2018 through August 15, 2018. But remember that leave usage entered in Banner during this reporting period should be the **cumulative** usage for the period covering August 16, 2017 through August 15, 2018 (**you will be adding any additional leave used between 5/16/18 and 8/15/18 to the leave already reported for the period of 8/16/17 to 5/15/18**).

** AVSL usage information should be entered into Banner beginning August 16, 2018 and no later than September 4, 2018 for the fall 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 the University and System Human Resources office.**

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 taken 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 expected to use the same process in order to bring leave balances current for payout purposes.

A [PEALEAV Academic/Sick Leave Balance Report](#) is available for use to assist with reporting your leave balances. To access the report, log 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. Please note that you can only access information for your organization. If you cannot access the report, please have your Unit Security Contact (USC) request access for you by sending an email to the AITS Help Desk at 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 have any other AVSL related questions, please contact UIC Human Resources:

- UIC HR Service Center (312) 413-3490 or UICHRServicecenter@uillinois.edu
- UIC HR Help Desk, (312) 413-4848 or uichrhelpdesk@uillinois.edu