

UIC HR POLICIES AND PROCEDURES

NUMBER
802-01

MANUAL Human Resources	SECTION Leaves and Absences	PAGE 1 of 2
SUBJECT Vacation Leave for Academic Employees	EFFECTIVE 04/01/1997	REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To define University policy regarding the accrual and use of vacation leave time for faculty and academic professional employees, to identify the criteria for determining eligibility of UIC faculty and academic professional employees for receipt of vacation leave, and to identify the process for use of vacation time.

SOURCES AND BACKGROUND

General Rules Concerning University Organization and Procedures

APPLICABILITY

Academic employees on 12-month service contracts

POLICY

Employees on a 12-month service basis earn 24 paid vacation days a year. These are compensable days and, if unused, can accrue up to a maximum of 48 days. Employees whose contracts are on a 12-month basis at less than 100% time earn 24 vacation days at the percent time for which they are on contract.

If an employee changes to a lesser percent time appointment, vacation earnings that are over the maximum allowed for the new percent will be put in VACC on PEALEAV in Banner. Accrual and usage can continue for that year, but VACC will be charged after current-year earnings are exhausted. The VACC balance cannot normally be increased, unless caused by another decrease in percent appointment. Vacation time is not earned while an employee is on leave of absence without pay, but it does continue to accrue while an employee is using earned sick leave or vacation, or while on other approved leaves with pay such as military leave, jury duty, sabbatical leave, or administrative leave. Unit heads are responsible for establishing reasonable use patterns for vacation leave time, in the interest of both the employee and the unit.

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PROCEDURES

RESPONSIBILITY

Employee

Department/Unit Head

ACTION

Notifies supervisor in writing well in advance of the dates of leave requested and submits a record of use on a monthly basis.

Approves leave request in writing and approves employees' vacation leave in the respective departmental time recording system. Ensures an update on vacation leave use on a twice-yearly basis in Banner (PEALEAV)