

UIC HR POLICIES AND PROCEDURES

NUMBER
802-02

MANUAL Human Resources	SECTION Leaves and Absences	PAGE 1 of 5
SUBJECT Vacation and Personal Leave for Support Staff	EFFECTIVE 04/01/1997	REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To communicate University policy regarding the accrual and use of vacation and personal leave for support staff employees, to identify the process for the approval and use of such leave, and to ensure compliance with General Rules Concerning University Organization and Procedures.

SOURCES AND BACKGROUND

University of Illinois Policy and Rules for Civil Service Staff
University of Illinois General Rules

APPLICABILITY

All UIC support staff employees in trainee, apprentice, provisional, learner, or status appointments

POLICY

Employees in a trainee, apprentice, learner, provisional, or status appointment accrue vacation and personal leave for each hour in pay status exclusive of overtime. The amount of vacation and personal leave is earned based upon the hours in pay status and the number of service years completed. The following provide the bases for earning leave:

Without a Break in Service - If there has been no break in service, the service years of an employee equal the sum of the employee's pre-July 1, 1967 service years computed under the method used before July 1, 1967, plus the employee's post July 1, 1967 service years. The post-July 1, 1967 service years are calculated by dividing 2080 (the generated hours at an 8-hour day) or 1950 (the yearly total at an 7.5-hour day) into the sum of the employee's hours of unpaid lost time after July 1, 1967. Unpaid lost time is due to a) term, semester, or holiday breaks; b) unpaid holidays; and c) unpaid leave caused by injury or illness. Nevertheless, lost time credited in any one calendar year may not exceed 200 hours.

With a Break in Service - If there has been a break in service, the service years shall be computed as though all previous State of Illinois service which qualified for earning of vacation and personal leave benefits were continuous with present service. Service during each separate period of employment, whether University or other State of Illinois service, is computed as described above, and all periods are added together to determine total service. This provision applies to the future earning rate of eligible employees on the University rolls on that date, as well as to those who enter or reenter University service after that date.

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Receipt of Other Benefits - Time during which an employee is receiving income benefits under the Illinois Workers' Compensation or Occupational Diseases laws will be treated as in pay status for computation of years of service and vacation leave. Service time and vacation leave earned while receiving Workers' Compensation will be credited when the employee returns to active service. The time limit for appealing the amount of service time and vacation leave so credited is 30 calendar days from the date the employee receives formal notification of accrued benefits after returning to active service. Time during which an employee is receiving disability leave benefits under the State Universities Retirement System, including any gap in benefit payments between the expiration of institutional benefits and the commencement of benefits under the State Universities Retirement System, will be treated as in pay status for computation of service years, but vacation leave will not be earned during such time.

In accordance with the Men's Service Employment Tenure Act, Illinois Revised Statutes, Chapter 126 ½, Section 32, employees in status appointments who leave to enter the Armed Forces of the United States and who make application for reemployment will, on reinstatement, be credited with their previous years of service, including (for purposes of vacation and personal leave) time spent in or seeking to enter the Armed Forces.

Methods of Accrual

Schedule A: Nonexempt employees under the Fair Labor Standards Act and employees who are exempt as executive or administrative employees, but are a) required to work a fixed shift and b) receive overtime compensation if required to perform overtime shall earn vacation and personal leave at the rate which is shown opposite the employee's service years in Schedule A.

SCHEDULE A					
Years of Service Completed		Rate Earned Per Hour of Pay-Status (Exclusive of Overtime)	Approximate Leave Days Earned in One Year	Maximum Accrued Hours	
At Least	Not More Than			75 Hour Workweek	80 Hour Workweek
0	3	.0462	12	180	192
3	6	.0577	15	225	240
6	9	.0692	18	270	288
9	14	.0808	21	315	336
14		.0962	25	375	400

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Schedule B: Employees who are expected to perform the work required of their position without a fixed schedule of hours and receive no overtime compensation, and professional employees, as defined under the Fair Labor Standards Act, who are required to work a fixed shift shall earn vacation and personal leave at the rate shown opposite their service years in Schedule B.

SCHEDULE B					
Years of Service Completed		Rate Earned Per Hour of Pay-Status (Exclusive of Overtime)	Approximate Leave Days Earned in One Year	Maximum Accrued Hours	
At Least	Not More Than			75 Hour Workweek	80 Hour Workweek
0	3	.0962	25	375	400
3	6	.1000	26	390	416
6	9	.1038	27	405	432
9		.1077	28	420	448

Maximum Accumulation of Vacation and Personal Leave - Employees may accumulate at their current earnings rate an amount of leave equal to that earned in two service years, but upon reaching this accumulation, will cease to earn leave except as the accumulation is reduced.

Approval of Use of Accumulated Leave for Personal Reasons - Within the total amount accumulated, and University operations permitting, leave of not more than two days at one time will be granted for any reason upon advance request of the employee to their supervisor. In determining whether to give such approval, the department will take into account staffing requirements needed to ensure the necessary continuity of operations. Where the need for such leave is occasioned by factors beyond the control of the employee and arise too suddenly to permit advance approval, post-approval may be granted.

Approval of Use of Accumulated Leave for Vacation Purposes - Leave for vacation purposes will be arranged with due regard for the operating needs of the University. Each Department/Unit Head is responsible for vacation scheduling within the department that will best serve the needs of the University and also satisfy employees' vacation preferences. Employees who are nonexempt under the Fair Labor Standards Act (FLSA) and other employees who earn vacation and personal leave according to Schedule B may take leave in full or partial days, but may not charge such leave in increments of less than a full hour (except for approved Family Medical Leave).

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Department/Unit Heads and their designees can only approve vacation leave use up to the amount accumulated by the employee. Employees cannot borrow from, use, or loan another individual employee earned benefit such as vacation or sick leave.

Transfer From One Employee Group to Another/Effect on Accumulated Vacation and Personal Leave - The manner in which accumulated vacation and personal leave will be administered when an employee transfers from Academic to Support Staff or vice versa is as follows:

Transfer from a Support Staff Position to Academic Positions - When employees transfer from a support staff position to an academic position or when they are reassigned from support staff to academic, any vacation leave earned under the support staff system will ordinarily be taken before the change in position. Where the taking of vacation time prior to transfer or reallocation would create hardship, arrangements may be made for the transfer of all or part of the accumulated vacation leave provided that these arrangements are acceptable to the two administrative units and the employee. The transfer of accumulated vacation leave cannot result in a loss of accumulated benefits.

Pay For Vacation and Personal Leave Upon Termination - Upon termination of employment, the employee shall be paid for any vacation and personal leave accumulated by the time of the last scheduled workday. The effective date of termination is the last day worked and that date is not extended by payment of vacation and personal leave.

Vacation and Personal Leave Pay - When using vacation and personal leave, eligible hourly employees will be paid an hourly rate for regularly scheduled hours of work (permanently assigned shift) exclusive of overtime or other premiums. Vacation and personal leave will be paid to salaried employees at their regular salary rate. In the case of employees who are regularly assigned to work at multiple rates in the same class, special benefit wage rates may be developed but require the advance approval of the Assistant Vice President for Human Resources. Employees in status positions may be granted vacation and personal leave to the extent that they have earned it before the completion of a probationary period. Employees who terminate their employment before completing the probationary period will be charged for the time taken as vacation and personal leave.

"Make-up Time" and Compensatory Time Off / Special Service Credit and Leave Accrued - "Make-up time" performed at the applicable straight time rate will be regarded as pay status service for the purpose of computing service credits and vacation and personal leave accrual. For example, if an employee is "making-up" time for an excused, unpaid absence, the time will be credited as pay status service for the purpose of computing service credits and vacation and personal leave accrual. Any compensatory time off earned and used instead of regularly scheduled work hours will also be regarded as pay status service for the purpose of computing accrual. For example, if an employee eligible for overtime worked a 7:00 a.m. to 3:30 p.m. shift, was held over on the next shift from 3:30 p.m. to 11:30

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p.m. and then took the regular shift off the next day for rest and compensatory time off purposes, the employee would be regarded as in pay status service while on the time off from the regular shift for the purpose of computing service credits and vacation and personal leave accrual. The employee would still be entitled to either four hours pay or additional compensatory time off since the second shift worked was eight hours at time and one-half, resulting in either 12 hours pay or compensatory time off and the next regular shift only used eight hours of the accumulated compensatory time.

Effect of Workweek Changes on Accumulated Leave - If an employee moves to a work week of a different length, e.g., from a 40 hour week to a 37 ½ hour week, the employee's vacation and personal leave accrual will be converted from hours to days under the workweek schedule of the employee's former classification and the days then converted to hours under the new workweek schedule.

PROCEDURES

RESPONSIBILITY

1. Employee
2. Supervisor

ACTION

Requests use of leave in writing well in advance of time intended.

Acts on request in writing and, if approved, assures that the time sheet reflects its use and sends time sheets to department/unit payroll representative.