

TO: Faculty, Academic Professional, and Academic Staff

FROM: System HR

RE: Reporting Academic Vacation and Sick Leave (AVSL)

University policy requires reporting of vacation and sick leave:

- **9-month employees:** Report in **May**
- **12-month employees:** Report in **May and August**

It's time to report leave used from **May 16 to August 15, 2025** to **your unit contact** by **August 15, 2025**. Be sure your total report covers the full academic year: **August 16, 2024 – August 15, 2025**.

Report leave in hours (1 full-time day = 8 hours).

Example: 10 vacation days = 80 hours; 2 sick days = 16 hours.

Part-time employees: Report actual hours used, especially if your schedule includes partial days.

Questions? Contact your unit HR representative.