

TO: Individuals with Banner HR/Pay Security Access
FROM: University and System Human Resources
RE: Academic Vacation and Sick Leave (AVSL) Reporting

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 or who answer questions regarding AVSL reporting. A draft communication, that may be modified to fit your needs, is also attached that you may use to communicate to your Faculty, Academic Professional, and other Academic staff members who need to report usage during this reporting period.

Resource materials are available at <https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5601>. 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 2020 reporting period.

This reporting period is to record amounts used May 16, 2020 through August 15, 2020. But remember that leave usage entered in Banner during this reporting period should be the cumulative usage for the period August 16, 2019 through August 15, 2020.

** AVSL usage information should be entered into Banner beginning August 16, 2020 and no later than September 6, 2020 for the fall reporting period.**

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

An AVSL PEALEAV balances report is available https://www.hr.uillinois.edu/human_resource_systems/reporting_portal/hr_reports. After logging 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. You can only access information for your organization. If you cannot access the report, 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 do not know who your USC is, access the USC List at https://www.ait.s.uillinois.edu/access/find_my_usc.