

**DATE**

TO: Faculty, Academic Professionals, and other Academic staff members

FROM: **YOUR UNIT**

RE: Reporting Academic Vacation and Sick Leave (AVSL)

University policy requires that Faculty, other Academic staff members, and Academic Professionals report usage of vacation and sick leave. Employees appointed on a 9-month service basis report in May, and employees appointed on a 12-month service basis report two times per year, in May and in September. It is now time for your department to record the cumulative amount of vacation and sick leave you have used during the period August 16, 2020 through May 15, 2021.

Please report the amount of vacation and sick leave you have used during the time period of August 16, 2020 through May 15, 2021 to **YOUR UNIT CONTACT** no later than May 15, 2021.

You will need to report any leave taken in hours, keeping in mind that one full-time day equals eight hours. For example, if you are a full-time employee who used 10 vacation days and 2 sick days, you would report 80 hours of vacation leave used and 16 hours of sick leave used to your department's human resources contact.

If you are a part-time employee, remember to report the actual number of hours used on leave days. This is especially important if you work a reduced work week that involves full and partial days.

As a 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.

If you have any questions, please contact **YOUR UNIT CONTACT**.