

To: DDDH, HRAG and Campus HR Lists  
From: University Human Resources  
Subject: Academic and Civil Service Exempt Reporting  
Date: August 25, 2006

This communication is to serve as a summary of the University's policy on leave reporting guidelines for both Academic and Civil Service exempt employees, i.e., those who are not eligible for overtime. As you know, exempt employees, regardless of their employee group, are expected to be available to fulfill their professional responsibilities, which can be beyond the normal University workweek. As the focus is on fulfillment of duties, rather than tracking hours worked, exempt employees are also accorded occasional flexibility.

All exempt Academic and Civil Service 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), effective 8/16/06 for Academics and 8/27/06 for Civil Service employees. Absences in increments less than half- or full-days should not be charged against vacation or sick leave balances.

As an example, a full-time exempt Academic Professional (40 hour workweek) would report absences in four (4) and eight (8) hour increments. A full-time exempt Civil Service employee on a 37.5 hour workweek would report absences in 3.75 and 7.5 hour increments. Part-time and alternative schedule employees report absences as appropriate based on their appointment. Generally speaking, the employee reports either half-day or a full-day equivalent to the value of their "normal" day.

Specific provisions regarding exempt reporting include:

- Only half- and full-day absences are recorded as usage against vacation and sick leave time.
- Accumulation of leave time to reach half- or full-day increments is not allowed.
- An exempt employee's pay will not be reduced if sufficient accrued leave benefits are not available to cover the leave.
- Unit processes and guidelines for requesting and approving absences must be followed.

Additional information regarding exempt staff reporting may be found in DART at [https://hrnet.uihr.uillinois.edu/dart-cf/index.cfm?Item\\_id=2754](https://hrnet.uihr.uillinois.edu/dart-cf/index.cfm?Item_id=2754). Information about revisions to Policy and Rules for Civil Service staff, Rule 7.04, Approval of Use of Accumulated Leave for Vacation Purposes, will be forthcoming.

If you have any questions regarding Academic leave reporting, please contact your campus Academic Human Resources office.

UIC: (312) 413-4848 or UIC (Faculty) (312) 355-2412  
UIS: (217) 206-6616  
UIUC: (217) 333-6747  
UA: (217) 333-2600

If you have any questions regarding Civil Service leave reporting,  
please contact your campus Human Resources office for Civil Service  
staff.

UIC: (312) 413-4848  
UIS: (217) 206-7096  
UIUC: (217) 265-5620  
UA: (217) 333-2600