

Civil Service Non-Exempt Benefits Summary

Vacation Accruals

Civil Service employees who are non-exempt under the Fair Labor Standards Act and who are required to work a fixed shift and receive overtime compensation if required to perform overtime shall earn Vacation and Personal Leave at the rate which is shown opposite their service years in Schedule A.

Schedule A - Years of Service Completed			
At Least	Not More Than	Rates Earned Per Hour of Pay-Status Service (Exclusive of Overtime)	Approximate Leave Days Earned in One Year
0	3	.0462	12
3	6	.0577	15
6	9	.0692	18
9	14	.0808	21
14		.0962	25

Sick Accruals

Civil Service employees accrue sick leave without limit at the rate of .0462 hours for each hour, exclusive of overtime, that the employee is in pay status (approximately 12 days per year for full-time status).

Holidays

The University recognizes 11 holidays, including:

- New Year's Day
- Martin Luther King Day (President delegated)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

The President has delegated to each Chancellor the authority to designate the remaining four holidays to be observed on each campus. Two of these days are typically the day after Thanksgiving and Christmas Eve. The remaining two are designated as Floating Holidays.

Floating Holidays

Civil Service employees receive two floating holidays per Fiscal year (July 1- June 30). Floating Holidays are used similar to vacation days; however, they must be used in full-day increments.

Payroll

Civil Service employees are paid on a bi-weekly schedule (every two weeks).

Payroll Schedule: <http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=919536>

Benefit Summary

Health and Dental options:

http://www.ahr.illinois.edu/forms/Highlights_of_Employee_Benefits.pdf

<https://nessie.uihr.uillinois.edu/cf/benefits/index.cfm>

<https://nessie.uihr.uillinois.edu/pdf/benefits/benefitsummarybooklet.pdf>

State University Retirement System:

<http://www.surs.org>

Tuition Waiver:

https://nessie.uihr.uillinois.edu/cf/benefits/index.cfm?Item_id=1121&rlink=1116

MTD Service:

All employees get to ride the MTD Bus for free.

Other Helpful Links

Campus Map:

<http://illinois.edu/ricker/maps/map.pdf>

Parking Services:

<http://www.parking.illinois.edu/>