

# Civil Service Exempt Benefits Summary

## Vacation Accruals

Civil Service employees who are expected to perform the work required by their position without a fixed schedule of hours and who receives no overtime compensation, and professional employees as defined under the Fair Labor Standards Act who are required to work a fixed shift shall earn Vacation and Personal Leave at the rate which is shown opposite their service years in Schedule B. Vacation days must be taken in half or full day increments, unless taken as Family and Medical Leave.

Schedule B - 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	.0962	25
3	6	.1000	26
6	9	.1038	27
9		.1077	28

## 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). Sick leave days must be taken in half or full day increments, unless taken as Family and Medical Leave.

## 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

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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

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Civil Service exempt 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

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Health and Dental options:

[http://www.ahr.illinois.edu/forms/Highlights\\_of\\_Employee\\_Benefits.pdf](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](https://nessie.uihr.uillinois.edu/cf/benefits/index.cfm?Item_id=1121&rlink=1116)

## Other Helpful Links

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Campus Map:

<http://www.uic.edu/uic/about/visit/campus-maps.shtml>

Parking Services:

<http://www.uic.edu/depts/avcad/parking/>