

**POLICY 7**  
**VACATION AND PERSONAL LEAVE**

**University Policy**

The University provides employees with vacation and personal leave for their use in renewing their physical, psychological, and mental vigor, their enthusiasm for their work, and in satisfying personal needs. Each employee is expected to use a sizable amount of available leave for vacation and rest while reserving smaller increments for personal and family reasons.

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**Rule 7.01 - Eligibility For and Accrual of Vacation and Personal Leave**

Employees in trainee, apprentice, learner, provisional, and status appointments are eligible to earn vacation and personal leave for each hour in pay status exclusive of overtime. The amount of leave earned per hour is based on the number of service years completed by each employee and the earnings rate per hour of the leave accrual schedule to which the employee's class is assigned.

Maximum Accumulation

An employee may accumulate an amount of leave equal to that earned in two (2) service years at the employee's current earnings rate, but upon reaching this accumulation will cease to earn leave except when the accumulation is reduced.

Accrual Schedules

Two leave accrual schedules have been established for Civil Service classes. An employee will earn vacation and personal leave based on the schedule to which the employee's class is assigned in conjunction with the employee's years of service completed. Since the rate of earnings is constant according to service years completed, the actual number of leave hours earned by a full time employee each pay period and the maximum number of leave hours that may be accrued vary according to the full-time weekly schedule.

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**Rule 7.01 - Eligibility For and Accrual of Vacation and Personal Leave**

**Schedule A**

Each employee in a class determined nonexempt (eligible for overtime) under the Fair Labor Standards Act or in a position in a class determined to be exempt as executive or administrative but who (a) is required to work a fixed shift and (b) receives overtime compensation if required to perform overtime shall earn vacation and personal leave at the rate that is shown opposite the number of service years in Schedule A.

**SCHEDULE A**

37.5 HOUR WORK WEEK					
Years of Service Completed		Rate Earned Per Hour of Pay Status Service (Exclusive of Overtime)	Approximate Leave Days Earned in One Year	Approximate Hours Earned Per Pay Period	Maximum # of Leave Hours That May Be Accrued
At Least	Not More Than				
0	3	0.0462	12	3.47	180
3	6	0.0577	15	4.33	225
6	9	0.0692	18	5.19	270
9	14	0.0808	21	6.06	315
14		0.0962	25	7.22	375

40 HOUR WORK WEEK					
Years of Service Completed		Rate Earned Per Hour of Pay Status Service (Exclusive of Overtime)	Approximate Leave Days Earned in One Year	Approximate Hours Earned Per Pay Period	Maximum # of Leave Hours That May Be Accrued
At Least	Not More Than				
0	3	0.0462	12	3.70	192
3	6	0.0577	15	4.62	240
6	9	0.0692	18	5.54	288
9	14	0.0808	21	6.46	336
14		0.0962	25	7.70	400

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**Rule 7.01 - Eligibility For and Accrual of Vacation and Personal Leave**

**Schedule B**

Each employee in a class which is determined to be exempt (not eligible for overtime) under the Fair Labor Standards Act and whose position requires that the employee perform the work without a fixed schedule and without receiving overtime compensation, and each employee in a professional class as defined under the Fair Labor Standards Act who is required to work a fixed shift shall earn vacation and personal leave at the rate which is shown opposite the number of service years in Schedule B.

**SCHEDULE B**

<b>37.5 HOUR WORK WEEK</b>					
Years of Service Completed		Rate Earned Per Hour of Pay Status Service (Exclusive of Overtime)	Approximate Leave Days Earned in One Year	Approximate Hours Earned Per Pay Period	Maximum # of Leave Hours That May Be Accrued
At Least	Not More Than				
0	3	0.0962	25	7.22	375
3	6	0.1000	26	7.50	390
6	9	0.1038	27	7.79	405
9		0.1077	28	8.08	420

<b>40 HOUR WORK WEEK</b>					
Years of Service Completed		Rate Earned Per Hour of Pay Status Service (Exclusive of Overtime)	Approximate Leave Days Earned in One Year	Approximate Hours Earned Per Pay Period	Maximum # of Leave Hours That May Be Accrued
At Least	Not More Than				
0	3	0.0962	25	7.70	400
3	6	0.1000	26	8.00	416
6	9	0.1038	27	8.30	432
9		0.1077	28	8.62	448

**Regulation**

**7.011 Responsibility for Monitoring Leave Accrual**

Employees are responsible for monitoring the accrual of vacation and personal leave in order to avoid problems that may arise if an employee reaches the maximum hours of accrual.

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**Rule 7.02 - Determination of Service Years/Hours**

A service year is equal to the number of straight time hours in a year based on the full time work schedule of the class in which the employee is working.

A. With No Break in Service

Service years for an employee with no break in service equal the sum of that employee's pre-July 1, 1967, and post-July 1, 1967, service years. Service years for time before July 1, 1967, shall be computed under the method used for the employee at that time. The post-July 1, 1967, service years shall be calculated by dividing the full-time scheduled annual hours of the employee's class, e.g. 2080 (8-hour day) or 1950 (7.5-hour day) into the sum of the employee's total straight time hours in pay status after July 1, 1967, plus any hours of unpaid lost time after July 1, 1967, because of (a) term, semester, or holiday breaks; (b) unpaid holidays; and (c) unpaid leave caused by injury or illness provided, however, that such lost time credited in any one calendar year may not exceed two hundred (200) hours.

B. With Break in Service

Service years for an employee with a break in service shall be computed as though all previous State of Illinois service which qualified for earning of vacation and personal leave benefits is continuous with present service. Service for each separate period of employment, whether University or other State of Illinois service, is computed as described in A above, and all periods are added together to arrive at total service. This provision, which was effective October 1, 1972, applies to the future earning rate of eligible employees on the University rolls on that date, as well as to those who enter or reenter University service after that date.

C. Receipt of Other Benefits

1. Credit Earned While Receiving Workers' Compensation

Time during which an employee is receiving income benefits under the Illinois Workers' Compensation or Occupational Diseases laws will be treated as in pay status for computation of years of service and accrual of vacation and personal leave and sick leave. Once an employee is in non-pay status and receiving only workers' compensation income benefits, earned service time, vacation and personal leave, and sick leave will not be credited until the employee is returned to active service. An employee returning to active service will receive formal notification of accrued benefits to be credited. Any appeal of the amount of

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**Rule 7.02 - Determination of Service Years/Hours**

service time, vacation and personal leave, or sick leave credited must be submitted to the campus human resources office within thirty (30) calendar days from the date the employee receives formal notification.

2. Credit Earned While on Disability Leave

Time during which an employee is receiving disability leave benefits under the State Universities Retirement System, including any gap in benefit payments between the expiration of institutional benefits and the commencement of benefits under the State Universities Retirement System, will be treated as in pay status for computation of service years, but vacation and personal leave and sick leave will not be earned during such time.

3. Credit Earned While in the Armed Forces

An employee in a status appointment who leaves to enter the Armed Forces of the United States and who makes application for reemployment, in accordance with the Service Men's Employment Tenure Act (330 ILCS 60/1 *et seq.*) or the Employment and Reemployment Rights of Members of the Uniformed Services Act (38 U.S.C. § 4301 *et seq.*), will be credited upon reinstatement with previously earned years of service, including, for vacation and personal leave purposes, time spent in or seeking to enter the Armed Forces.

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**Rule 7.03 - Approval of Use of Accumulated Leave for Personal Reasons**

It is the intent of the vacation and personal leave policy that small increments be available for personal and family reasons. Within the total amount accumulated, University operations permitting, leave not to exceed two (2) days at one time will be granted by a supervisor for any reason upon advance request of the employee. In determining whether to give such approval, the supervisor will take into account staffing requirements needed to insure necessary continuity of operations. When such leave is necessary to handle urgent personal or emergency situations that are beyond the control of the employee and that arise too suddenly to permit advance approval, the employee may be granted post-approval by the supervisor, who may require clarification of such situations.

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**Rule 7.04 - Approval of Use of Accumulated Leave for Vacation Purposes**

Leave for vacation purposes will be arranged with due regard for operating needs of the University. Each unit head is responsible for vacation scheduling within the unit that will best meet and reconcile University work requirements with vacation preferences of employees.

Employees who are nonexempt under the Fair Labor Standards Act and other employees who earn vacation and personal leave according to Schedule A (see Rule 7.01) may take leave in tenth-hour increments. Exempt employees who are not eligible for overtime may take leave in full or partial days, but may not charge such leave in increments other than full- or half-days based on the employee's full time equivalency except when leave is taken under the Family and Medical Leave Act (see Rule 11.07). Leave taken under the Family and Medical Leave Act may be charged in increments of less than a full hour.

Unit heads or their designees can approve vacation usage only up to the amount accumulated by an employee. An employee cannot borrow from, use, or loan another employee earned benefits (e.g., vacation, sick leave), except as provided by the Shared Benefits Program which establishes a sick leave pool. (See Rule 10.02.)



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**Rule 7.05 - Transfer From One Employee Group to Another**

The manner in which accumulated vacation and personal leave will be administered when an employee transfers from academic to Civil Service employment or vice versa is described below:

A. Academic to Civil Service

When an employee transfers from an academic position to a Civil Service position, any vacation earned under the academic system will ordinarily be used before the employee transfers.

In cases in which taking vacation time prior to transfer would create a hardship, arrangements may be made for transfer of all or part of the accumulated vacation provided that these arrangements are acceptable to the two administrative units and the employee. In no case can a transfer of accumulated vacation result in a loss of accumulated benefits, except that at the time a staff member retires, resigns, or otherwise terminates employment with the University the employee's accumulated vacation may not exceed the maximum allowable accrual as provided in Rule 7.01.

B. Civil Service to Academic

When an employee transfers from a Civil Service position to an academic position, any vacation earned under the Civil Service system will ordinarily be used before the employee transfers.

In cases in which taking vacation time prior to transfer would create a hardship, arrangements may be made for transfer of all or part of the accumulated vacation provided that these arrangements are acceptable to the two administrative units and the employee. In no case can a transfer of accumulated vacation result in a loss of accumulated benefits, except that at the time a staff member retires, resigns, or otherwise terminates employment with the University the employee's accumulated vacation may not exceed forty-eight (48) working days.

C. Retroactive Transfer

Applications for transferred vacation credit previously lost when moving from one employee group to another must have been filed with unit heads by June 30, 1976; otherwise it has been forfeited.

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**Rule 7.06 - Pay for Vacation and Personal Leave Upon Termination**

Upon termination of employment, an employee shall be paid for any vacation and personal leave accumulated as of the employee's last scheduled workday. If an employee resigns from the University to accept employment with another state agency or institution subject to the State Universities Civil Service System, the employee shall be paid for accrued leave unless an agreement to transfer accrued vacation has been negotiated with the receiving institution. The effective date of the termination is the last day worked and is not extended by payment of the vacation and personal leave benefit.

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**Rule 7.07 - Vacation and Personal Leave Pay**

Eligible hourly employees will be paid vacation and personal leave at their hourly rates for regularly scheduled hours of work (permanently assigned shifts) exclusive of overtime or other premiums. Salaried employees will be paid vacation and personal leave at their regular salary rates. In the case of employees who are assigned to work regularly at multiple rates in the same class, special benefit wage rates may be developed but require the advance approval of the Assistant Vice President for Human Resources.

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**Rule 7.08 - Make-up Time and Compensatory Time Off/Special Service Credit and Leave**  
**Accrual**

Make-up Time

Make-up time performed at the applicable straight time rate pursuant to Rule 6.07 (Make-up Exception to Overtime Premiums) will be regarded as pay status service for purposes of computing service credits and vacation and personal leave accrual. For example, if an employee is making up time for an excused, unpaid absence, the make-up time will be credited as pay status service for the purpose of computing service credits and vacation and personal leave accrual.

Compensatory Time

Any earned compensatory time off used in lieu of regularly scheduled work hours pursuant to Rule 6.02(C), Compensatory Time in Lieu of Overtime Pay, will also be regarded as pay status service for purposes of computing accrual.

Example:

An employee worked a shift from 7:00 a.m. to 3:30 p.m. and was held over on the next shift from 3:30 p.m. to 11:30 p.m. and then took the regular shift off the next day for rest and compensatory time off purposes. The employee would be regarded as in pay status service while on the time off from the regular shift for purposes of computing service credits and vacation and personal leave accrual. The employee would still be entitled to either four (4) hours pay or additional compensatory time off since the second shift worked was eight (8) hours at time and one-half, resulting in either twelve (12) hours pay or compensatory time off, and the next regular shift only used eight (8) hours of the accumulated compensatory time.

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**Rule 7.09 - Effect of Workweek Change on Accumulated Leave**

When an employee moves to a workweek of a different length, e.g., from a forty (40) hour week to a thirty-seven and one half (37 1/2) hour week, the employee's vacation and personal leave accrual will be converted from hours to days under the workweek schedule of the former class, and the days then converted to hours under the new workweek schedule.