

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

**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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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.