

# VACATION & SICK LEAVE (VSL) APPLICATION EMPLOYEE USER GUIDE (EXEMPT-CIVIL SERVICE)

## Application Information

The Vacation & Sick Leave (VSL) application is used to manage University leave benefits for academic and exempt civil service employees. The primary functions are tracking the request/approval process and maintaining vacation and sick leave balance information.

## Logging In

Employees access the application through the my.dot portal (<https://my.yourportal.illinois.edu>, replacing the “yourportal” with department/unit portal information, for example: <https://my.engr.illinois.edu>).

Employees access the application by clicking on the Vacation/Sick Leave Reporting link under the HR dropdown and log in with their NetID and Active Directory password.



If there is not a link listed under the HR dropdown, employees may go directly to the application by typing the following URL into a browser <http://my.yourportal.illinois.edu/vacation>, replacing “yourportal” with the department/unit portal information, example: <https://my.engr.illinois.edu/vacation>.

If a permission denied error is received, employees should contact the unit HR contact for assistance.

## Employee View

### Submit Days Tab

After logging in, employees are directed to the Submit Days page, which allows employees to view balance information, submit leave usage for approval, and finalize leave records. There are also several useful links to University leave reporting policies available on this page.

### Viewing Leave Balances (Summary of benefit time)

The Summary of benefit time section displays balances, accruals, usage, and hours that will be lost if not taken during the current reporting year. Employees may view leave balances through a specific date (**Figure A.1**) by selecting a date on the calendar (**Figure A.2**), or through the end of the reporting year (**Figure B.1**). Employees may switch between views by clicking either the “Display summary thru the end of the year” (**Figure A.3**) or the “Display summary thru the selected date” (**Figure B.2**) links.

Employees may view balances in days (**Figure A.1**) or hours (**Figure B.1**). The default view shows leave balances in hours. Employees may switch between views by clicking either the “Display summary in days” (**Figure B.3**) or the “Display summary in hours” (**Figure A.4**).

**Figure A: Summary of benefit time available through a specific date:**

Entering information for 8/31/2021

**A.2**

Summary of benefit time (days) available on 8/31/2021: **A.1**

	Vacation	Sick Leave (Cumulative)	Sick Leave (Non-C)	Floating
Balance Forward from 8/22/2021	56.00	80.70	0.00	2.00
Accrued through 8/31/2021	0.75	0.32	0.35	0.00
Used through 8/31/2021	-0.00	-0.00	-0.00	-0.00
Balance on 8/31/2021	56.75	81.02	0.35	2.00
Lost if not taken by 8/20/2022	28.00	n/a	n/a	n/a

Type of day off:

Vacation day

Sick Leave

Floating Holiday

Other

Amount of time off:

Full Day

Half Day

August 2021 **A.2**

1 2 3 4 5 6

9 10 11 12 13

16 17 18 19 20

23 24 25 26 27

30 31

Display summary in hours **A.4**

Display summary thru the end of the year **A.3**

**Figure B: Summary of benefit time available through the end of the reporting year:**

Summary of benefit time (hours) available on 8/20/2022: **B.1**

	Vacation	Sick Leave (Cumulative)	Sick Leave (Non-C)	Floating
Balance Forward from 8/22/2021	420.00	605.25	0.00	15.00
Accrued through 8/20/2022	210.02	90.22	97.50	15.00
Used through 8/20/2022	0.00	0.00	-0.00	-0.00
Balance on 8/20/2022	630.02	695.47	97.50	15.00
Lost if not taken by 8/20/2022	210.02	n/a	n/a	n/a

Display summary in days **B.3**

Display summary thru the selected date **B.2**

Please note: There are many configurable options based upon the details of your appointment; some items in this document may differ from what you see in the application.

## Submitting Leave Requests (Calendar)

The calendar section of the Submit Days page allows employees to select a specific date and request leave usage for that day. Employees can also view balances based on their display settings, as covered in the “View Leave Balances” section above. Additional details about each feature are included below.

Entering information for 8/23/2021

**August 2021**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Click a day on the calendar to edit a different day

Click here to go to today

**Type of day off:**

Vacation day

Sick Leave

Floating Holiday

Other

**Amount of time off:**

Full Day

Half Day

**Note:**

**Submit for Approval**

- A. **Calendar:** Click a day on the calendar to begin a new request. Employees may navigate to previous or future months by using the ‹ › buttons. Employees may also quickly navigate back to today’s date by clicking the “Click here to go to today” link.
- B. **Type of day off:** Select the type of day off by clicking on the radio button next to the leave type.
  - a. Floating Holidays may only be requested in full-day increments per University policy. When both floating holidays are used for the current fiscal year (07/01-06/30), the application prevents submission of additional floating holiday leave.
  - b. Before selecting “Other” for a leave entry, you may want to review the “Useful Links” section to access the campus leave policy, staff handbook, accrual policy, and reporting policy. This will ensure you are selecting the appropriate type of day off based on the details of your appointment.
- C. **Amount of time off:** Exempt Civil Service employees report benefit usage in full- and half-day increments unless leave is designated as FMLA. Please see the FMLA Usage section for more information.

D. **Note:** This field is optional.

E. **Submit for Approval:** Once all required fields are completed, click Submit for Approval to submit the request to your supervisor for review and approval.

## Reporting Activity

Submitted leave requests appear in the “Reporting Activity for period ending...” section where employees may monitor the status of requests.

1. **Pending:** Leave request is pending supervisor approval.
2. **Approved:** Leave request has been approved by the supervisor.
3. **Denied:** Leave request was denied by the supervisor.
4. **Unconfirmed:** Leave request was submitted on behalf of the employee by the supervisor and must be confirmed by the employee.

Reporting Activity for period ending 8/20/2022:						
<i>Approved entries must be cancelled by your supervisor.</i>						
Date	Hours	Type	Notes	Status	Approver	X
8/30/2021	7.5	Vacation		Pending		X
8/31/2021	7.5	Vacation		Pending		X
9/1/2021	7.5	Sick Leave		Pending		X
9/2/2021	7.5	Sick Leave		Pending		X
9/7/2021	7.5	Floating		Pending		X
9/8/2021	3.75	Vacation		Pending		X

An employee may delete a leave request in *Pending* status by clicking the X next to that event. Once approved, leave requests must be deleted by your supervisor or HR contact.

## Finalizing Reporting Periods

Units may choose to collect leave usage quarterly. When quarterly reporting is set for an employee, they will see the Reporting Period Signature Due section the day after the quarter closes. If no time has been reported for that quarter, the *No Time Used* button will be displayed. If the employee has no time to report for that period they may click “No Time Used” to satisfy the reporting requirement.

Reporting Period Signature Due			Action Required	
Period Dates	Vacation	Sick Leave	Floating	Other
8/22/2021-11/13/2021	0.00	0.00	0.00	0.00

*I certify that I have not used any benefit time this reporting period.*

**No Time Used**

If there is usage reported for the quarter, the “Finalize Period” button will be displayed in place of the *No Time Used* button. Please note: once either button is clicked, the quarter is locked and employees will be unable to add additional leave. Please contact unit HR to unlock quarters.

Reporting Period Signature Due			Action Required	
Period Dates	Vacation	Sick Leave	Floating	Other
8/22/2021-11/13/2021	7.00	0.50	0.00	0.00

*I certify that my benefit time reported is true, correct, and complete.*

**Finalize Period**

## FMLA Usage

Employees with an approved FMLA event must designate FMLA absences in the application. This leave must be reported in 15-minute increments. When FMLA status is enabled in the application by HR, employees will see the FMLA Usage section under “Type of day off”.

Entering information for **8/5/2021**

August 2021

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**Type of day off:**

Vacation day

Sick Leave

Floating Holiday

Comp Time

Other

**FMLA Usage**

Yes

No

**Amount of time off:**

**Note:** this field is ignored when Floating Holiday is selected

When an employee indicates *Yes* under the FMLA Usage section, the submission will include *FMLA* under the Notes section of the Reporting Activity section:

**Reporting Activity for period ending 8/20/2022:**  
*Approved entries must be cancelled by your supervisor.*

Date	Hours	Type	Notes	Status	Approver	X
8/27/2021	7.5	Sick Leave	FMLA	Pending		X

Please note that employees should continue to report non-FMLA vacation and sick leave in full and half-day increments.

## Absence Graph

This page allows you to view leave requests plotted in a graph format. Under the “Collection” dropdown, you can choose to view your absence graph, or if this feature is turned on for your department, you may be able to view the time off requests for a specified work group. This feature can help to ensure critical functions aren’t left unattended. Under “Range”, there are several selections you may choose from the dropdown. This feature may be turned on by Engineering IT, please e-mail [engrit-apps@illinois.edu](mailto:engrit-apps@illinois.edu) for additional information.

Note the time off indicator key near the bottom of the page which allows you to quickly view what types of time off requests you are viewing.