



DATE: March 14, 2024

TO:

FROM: Michelle Althaus, Director

SUBJECT: PRIOR SERVICE TIME

We have verified the information you provided on your prior service with the University of Illinois and/or the Illinois State Agency. This information has been used to recalculate your Adjusted Service Date, which affects your rate of vacation accrual. *Your seniority is not affected.*

SERVICE DATE

Changes to your Adjusted Service Date and benefits noted below will appear in Banner:

- Your Adjusted Service Date has been changed to (New Adjusted Service Date). This change moves you closer to the nearest higher vacation earning level. You have also earned an additional (Additional vacation hours) hours of vacation time.
- Prior non-compensable sick leave of 0 hours has been added to your non-compensable sick leave balance. (This is one half the amount of compensable sick leave you previously earned, which was not paid at the time of your termination from that employment. This may also include any non-compensable sick leave balance at the time of termination.)
- Service recognition credit is received for prior service of **more than six months** in permanent staff, academic professional and faculty positions at the University of Illinois at Urbana-Champaign. **(Service in extra help or temporary positions academic hourly positions, academic assistantships or visiting, acting or interim faculty appointments will not be recognized.)** Your service recognition will be based on the date of (New Seniority Date - Month and Year).

If you have any questions about these adjustments, please call Heather Hendricks at 333-2143.

cc Department
Personnel file

