VACATION & SICK LEAVE (VSL) APPLICATION EMPLOYEE USER GUIDE (ACADEMIC EMPLOYEES)

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.

Training Videos

Please visit the Vacation and Sick Leave (VSL) Application Training Video Media Space Channel for additional training resources.

https://mediaspace.illinois.edu/channel/Vacation+and+Sick+Leave+%28VSL%29+Application+Training+Videos/234703132/subscribe

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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**).

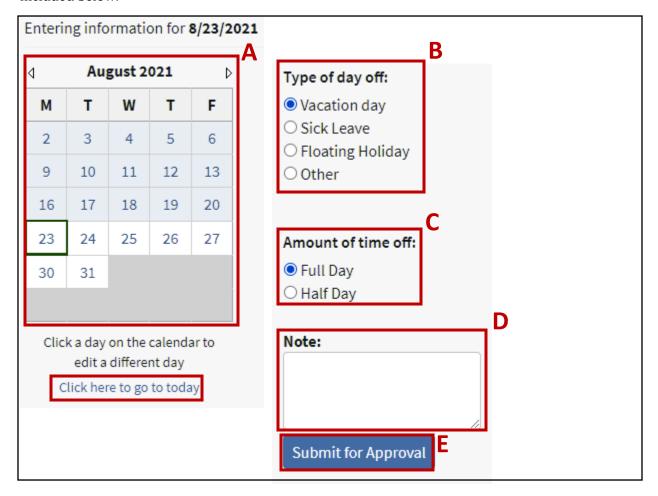**Figure A: Summary of benefit time available through a specific date:**

Entering information for **2/8/2022**   A.2

Type of day off:
- ● Vacation day
- ○ Sick Leave
- ○ Floating Holiday
- ○ Other

Amount of time off:
- ● Full Day
- ○ Half Day

Summary of benefit time (days) available on 2/8/2022:   A.1

	Vacation	Sick Leave (Cumulative)	Sick Leave (Non-C)	Floating
Balance Forward from 8/16/2021	46.18	79.98	0.00	0.00
Accrued through 2/8/2022	11.55	5.77	6.25	0.00
Used through 2/8/2022	-9.00	-3.00	-0.00	-0.00
Balance on 2/8/2022	48.73	82.75	6.25	0.00
Lost if not taken by 8/15/2022	13.18	n/a	n/a	n/a

Display summary in hours   A.4
Display summary thru the end of the year   A.3

February 2022

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

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

Summary of benefit time (hours) available on 8/15/2022:   B.1

	Vacation	Sick Leave (Cumulative)	Sick Leave (Non-C)	Floating
Balance Forward from 8/16/2021	369.47	639.84	0.00	0.00
Accrued through 8/15/2022	192.00	96.00	104.00	16.00
Used through 8/15/2022	-72.00	-24.00	-0.00	-0.00
Balance on 8/15/2022	489.47	711.84	104.00	16.00
Lost if not taken by 8/15/2022	105.47	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.
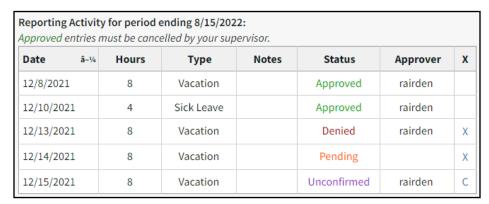

A. **Calendar:** Click a day on the calendar to begin a new request. Employees may navigate to previous or future months by using the ◁ ▷ buttons. Employees may also quickly navigate back to today's date by clicking the "Click here to go to today" link.
B. **Type of day off:** Select the type of day 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, review the "Useful Links" section to access the campus leave policy, staff handbook, accrual policy, and reporting policy. This will ensure the appropriate type of day off is selected based on the details of your appointment.
C. **Amount of time off:** Academic 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 8/15/2022:
Approved entries must be cancelled by your supervisor.

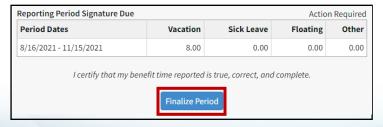| Date â–¼	Hours	Type	Notes	Status	Approver	X
12/8/2021	8	Vacation		Approved	rairden	
12/10/2021	4	Sick Leave		Approved	rairden	
12/13/2021	8	Vacation		Denied	rairden	X
12/14/2021	8	Vacation		Pending		X
12/15/2021	8	Vacation		Unconfirmed	rairden	C

An employee may delete a leave request in *Pending* status by clicking the X next to that event. A change to an approved event will require assistance by the supervisor or HR contact.

Finalizing Reporting Periods

Some units may require quarterly reporting. 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
8/16/2021 - 11/15/2021	0.00	0.00	0.00	0.00

I certify that I have not used any benefit time this reporting period.
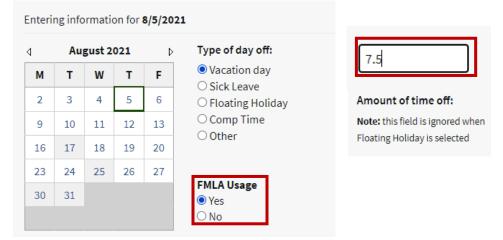
No Time Used

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
8/16/2021 - 11/15/2021	8.00	0.00	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".

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

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 with the approval of your unit HR, please e-mail 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 type of leave request you are viewing.