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Recommended Citation

Southern Illinois University Edwardsville, "Edwardsville Bulletin: October 11, 1979" (1979). *SIUE "Bulletin"*. 251.

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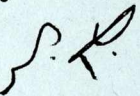


Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 11, No. 25
October 11, 1979

MEMO TO: The University Community

FROM: Earl Lazerson 

SUBJECT: Procedures for Transfer of Vacation and Sick Leave for
Employees Whose Employment Status Changes

The attached policy entitled, "Procedures for Transfer of Vacation and Sick Leave for Employees Whose Employment Status Changes" was approved by President Shaw in September following review by the University Staff Advisory Council and the functional Vice-Presidents. It is being transmitted for the information of all members of the University community who may be affected.

Questions and/or interpretations concerning the policy should be directed to Mr. Arthur Hale, Director of Personnel (phone 692-2190).

Attachment

PROCEDURES FOR TRANSFER OF VACATION AND SICK LEAVE
FOR
EMPLOYEES WHOSE EMPLOYMENT STATUS CHANGES

Definitions:

- AS/F12 - Administrative Staff or Faculty with 12-month contracts.
- FAC - Faculty with 9-month (academic) contracts.
- CS - Civil Service.

1. Transfer from AS/F12 to CS

a. Vacation - Losing and gaining departments should agree upon one of the following:

Convert unused vacation days to hours by multiplying by 8 and accept up to 50 work days as beginning CS vacation balance. Determine CS vacation accumulation rate by applying number of years of SIU service to Schedule I. The maximum accumulation will be the monthly CS accumulation rate times 24 (months). Hours over the maximum will be lost the following January 1 and will not be paid if employee terminates prior to January 1.

OR

Lump sum payment of unused vacation by AS/F12 Department.

b. Sick Leave - Convert unused extended sick leave calendar days (including prorated amount for current FY) to work hours as follows. Multiply calendar days by 8 (hours) and divide by 1.4. Accept converted hours as beginning CS sick leave balance. NOTE: The annual 60-day non-accumulative allowance is not transferred.

2. Transfer from FAC to CS

a. Determine CS vacation accumulation rate by applying number of years of SIU service to Schedule I. No beginning balance since FAC do not accumulate vacation.

b. Same as 1.b.

3. Transfer from CS to AS/F12

a. Vacation - Losing and gaining departments should agree upon one of the following:

Convert unused CS vacation to days by dividing by 8 (hours). Accept up to 56 days as beginning AS/F12 vacation balance. Begin accumulation of 2 1/12 days per month as per AS/F12 vacation policy. Days in excess of 50 (maximum allowed by AS/F12 policy) must be used prior to next July 1 to prevent loss. Will not be paid to employee if they terminate prior to July 1.

OR

Lump sum payment of unused vacation by Civil Service Department.

b. Sick Leave - Convert unused CS sick leave accumulation to days by dividing by 8 (hours). Convert to calendar days by multiplying by 1.4. Accept as beginning AS/F12 sick leave balance; begin annual 60-day non-accumulative allowance and begin accumulation of extended sick leave according to AS/F12 policy.

4. Transfer from CS to FAC

a. Pay unused CS vacation balance on final CS paycheck. No vacation accumulation for FAC.

b. Sick Leave - Same as 3.b except accumulation is according to FAC policy.