

Vacation Time

Employees are provided vacation time based on their employment type and years of service with SIU School of Medicine and prior service with other State of Illinois employers. Below is a sample of the total vacation days accrued per year for each classification type:

CIVIL SERVICE NON-EXEMPT (37.5-HOUR WORKWEEK)		CIVIL SERVICE EXEMPT (37.5-HOUR WORKWEEK)		FACULTY & ADMINISTRATIVE PROFESSIONAL STAFF CONTINUING & TERM** APPOINTMENTS	
Years of Service*	Total Days Accrued/Year	Years of Service	Total Days Accrued/Year	Years of Service	Total Days Granted/Year
1	12	0 – 3	25	0 – 3	25
5	17	3 – 6	26	4 – 6	26
10	22	6 – 9	27	7 – 9	27
15	27	9+	28	10+	28
16+	28				

Important Notes:

* *Non-Exempt Civil Service employee accruals increase annually – the chart above provides sample calculated days per year*

***Term appointment time is granted at the beginning of the appointment and must be used prior to the appointment end date or it will be lost. If the employee separates prior to the end of appointment, granted vacation is prorated to the actual appointment period, and there is no compensation at the time of separation for any unused balances.*

Sick Time

Employees are provided sick time based on their employment type and years of service with SIU School of Medicine and prior service with other State of Illinois employers. Sick time accrual is UNLIMITED. Below is a sample of the total sick days accrued per year for each classification type:

CIVIL SERVICE (NON-EXEMPT & EXEMPT EMPLOYEES)	
12 days per year	<ul style="list-style-type: none"> 3.47 hours per bi-weekly pay period 3.75 hours per semi-monthly
FACULTY & ADMINISTRATIVE PROFESSIONAL STAFF	
Continuing Appointments	Term Appointments
43 non-accruable days, granted annually, at the beginning of each fiscal year (July 1)	
Sick accrual will be prorated over active months if employed less than a full fiscal year	
If the appointment is less than full-time (100%), the number of granted and earned days is adjusted according to the appointment percentage	
<ul style="list-style-type: none"> Full-time continuing faculty and administrative professional appointees also accrue 7.2 sick days per fiscal year 	<ul style="list-style-type: none"> There is no compensation for any unused portion of sick days at the time of separation from the University