

It is now time to enter and submit your leave usage for a required reporting period in the online Vacation/Sick Leave Reporting tool. You may access the tool at <https://my.library.illinois.edu/vacation>.

Once you have entered your leave usage and it is approved by your supervisor, click the "Finalize Period" button on the "Submit Days" page (or select the "No Time Used" button if you have no leave usage to report). Please work with your supervisor for accurate, timely reporting. Please submit ALL leave usage for this period as applicable (i.e., vacation, sick, floating holiday, parental, bereavement, jury duty, etc.). If you have a designated FMLA event in progress, be sure to designate the appropriate days as such. Only days applicable to the FMLA event should be designated as "FMLA".

If corrections are required after the report is submitted, please contact your HR office to unlock the report. Thank you in advance for your timely reporting!

(This is an automatically generated periodic reminder. If you believe you received this in error, simply reply to this message and let us know.)