

# PERSONNEL

## EMPLOYMENT MANAGEMENT

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### Standard Workday

The standard workday is 8 hours.

### Flex Time

The personnel policies of the University provide for the possibility of the use of flex time. A staff member who desires to work a flex-time schedule should provide a proposed written schedule to audit management. Audit management must approve the flex-time schedule. Requests will be granted based upon the collective best interest of the employee and the Office.

When the needs of the department or a specific audit that an individual is working on requires a modification from the adapted flex-time schedule, it is expected that the staff member will make the necessary adjustments as required.

### Electronic Calendar Maintenance

Each staff member is to update the electronic calendar indicating the work location and the approximate time of return. The calendar appointment should contain specific location information for emergency purposes.

### Absenteeism

Those individuals absent due to sickness or other reasons not cleared in advance (Out of Office Request) should notify audit management as soon as possible and explain the reason. Notify the Office daily with an update of your condition.

### Jury Duty

Staff members called for jury duty are required to provide a copy of the jury duty summons to audit management, prior to appearing for jury duty.

### Vacation Time

Requests for vacation leave will be granted with due regard for the operating needs of the Office. Management is responsible for vacation scheduling within the department that will best meet and reconcile Office work requirements with vacation preferences of employees. Requests for more than a day or two should be scheduled well in advance. Under hazardous weather conditions, an employee may leave at their own discretion when concerned about personal safety, but time away from the office must be charged against vacation time.

### Personal Necessity

Personal necessity leave (two days) is available without prior notice and will be charged to your vacation days if used.

## Holidays

Holiday policy will be observed in accordance with the respective individual campus policies. Any questions should be addressed with audit management.

- UIC - [Holiday Schedule for Academic Year](#)
- UIS - [Holiday Schedule](#)
- UIUC - [Holiday Schedule](#)

## Floating Holidays

### General

- Floating holiday(s) **must be taken between July 1 and June 30**; unused floating holiday(s) leave will not be carried forward to the next fiscal year. A staff member who separates employment with the University and who has not taken his/her floating holiday before the date of separation will not be compensated for that day.
- **A floating holiday must be taken in full at one time.** For part time staff members between 50% and 99% of full time service, the floating holiday must be prorated.

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Return to the  
[Audit Manual Table of Contents](#)