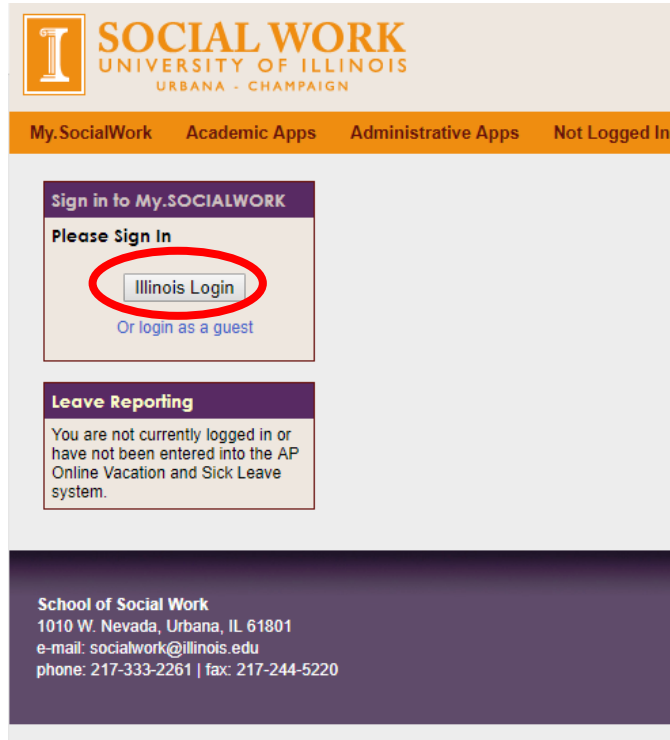


Vacation/Sick Leave Portal

How to submit vacation/sick leave request:

1. Log on to the VSL portal through the <https://my.socialwork.illinois.edu> link using your NetID and Active Directory Password.



2. View your available time with the Leave Reporting box. If the box is not available, use the dropdown menu (Add content to the above column) to add the Leave Reporting box.

The screenshot shows the top navigation bar with the University of Illinois Social Work logo and the text "SOCIAL WORK UNIVERSITY OF ILLINOIS URBANA - CHAMPAIGN". Below the navigation bar, there are links for "My.SocialWork", "Academic Apps", "Administrative Apps", and a personalized greeting "Hello, Michelle!".

The main content area features a breadcrumb trail: "Pages: Main | [Add/Edit Pages](#)". Below this is a "Leave Reporting" box, which is circled in red. The box has a title bar with "Leave Reporting" and a close button "X". Inside the box, there is a section titled "Available time (hours)" containing a table:

Leave Type	Available Today
Vacation	
Sick Leave	
Floating Holidays	

Below the table is a link: "Report or request days off".

Below the "Leave Reporting" box is a dropdown menu, also circled in red. It contains the text "Add content to above column" and a dropdown menu with "Class Administration" selected, followed by an "Add" button.

At the bottom of the page, there is a dark purple footer with the following text:

School of Social Work
1010 W. Nevada, Urbana, IL 61801
e-mail: socialwork@illinois.edu
phone: 217-333-2261 | fax: 217-244-5220

3. To submit time, click on the Report or request days off link.

SOCIAL WORK
UNIVERSITY OF ILLINOIS
URBANA - CHAMPAIGN

My.SocialWork Academic Apps Administrative Apps Hello, Michelle!

Pages: Main | [Add/Edit Pages](#)

Leave Reporting X

Available time (hours)

Leave Type	Available Today
Vacation	
Sick Leave	
Floating	
Holidays	

[Report or request days off](#)

Add content to above column
Class Administration ▼ Add

School of Social Work
1010 W. Nevada, Urbana, IL 61801
e-mail: socialwork@illinois.edu
phone: 217-333-2261 | fax: 217-244-5220

4. **Academic Professionals:** Choose the day on the calendar, the Type of day off; Amount of time off; add Notes as necessary and lastly, click the Submit for Approval button.

SOCIAL WORK UNIVERSITY OF ILLINOIS
URBANA - CHAMPAIGN

My.SocialWork Academic Apps Administrative Apps Hello, Michelle!

Submit Days

Submit Days Absence Graph

January 2019

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	29	30	31	

Type of day off:

- Vacation Day
- Sick Leave
- Floating Holiday
- Other

Amount of time off:

- Full Day
- Half Day

Note:

Submit for Approval

Summary of benefit time (hours) available on 8/15/2019:

	Vacation	Sick Leave (Cumulative)	Sick Leave (Non-C)	Floating
Balance Forward from 8/16/2018				
Accrued through 8/15/2019				
Used through 8/15/2019				
Balance on 8/15/2019				

Reporting Activity for period ending 8/15/2019:

Date	Hours	Type	Notes	Status	Approver	X
8/24/2018	8	Vacation		Approved	nbillman	
9/4/2018	4	Sick Leave		Approved	nbillman	
9/5/2018	4	Sick Leave	Out sick in the AM	Approved	nbillman	
10/16/2018	8	Sick Leave	Out sick	Approved	nbillman	
11/21/2018	8	Vacation		Approved	nbillman	
11/26/2018	8	Sick Leave	Out sick	Approved	nbillman	
12/21/2018	8	Vacation		Approved	nbillman	

Civil Service: Amount of time off: will give you the option to manually put in your time amount.

Amount of time off:

Note: this field is ignored when Floating Holiday is selected

Note: Enter the number of hours off as a decimal (e.g. 3.5 for three and a half hours). You should report time of to the nearest tenth of an hour.

2.50

5. Monitor your approvals.

6. For other questions regarding your summary of benefit time, please contact sw-hr@illinois.edu. For other resources on time approvals and policies, please refer to the helpful links listed on the VSL portal page.

Useful Links:

- [Academic Staff Handbook CH3](#)
- [Accrual Policy](#)
- [Admin Activity Log](#)
- [Chart of Benefits](#)
- [Reporting Policy](#)
- [University of Illinois System Leave Policy](#)

Civil Service Employees:

- [Approved and Unapproved Absences](#)
- [Holiday Pay](#)
- [Sick Leave](#)
- [Vacation and Personal Leave](#)