UNIVERSITY OF ILLINOIS
BIWEEKLY LEAVE REPORT

For Pay Period:
Beginning: _____
Ending: _____

To be completed by Exempt Civil Service Staff Employees who are not eligible for overtime compensation, based on the provisions of the U.S. Fair Labor Standards Act.

Exempt Staff employees are required to report leave taken during each biweekly pay period.

EMPLOYEE NAME _____ UIN _____

Leave Description	Usage *	
	Days	Hours
Vacation		
Sick Leave		
Funeral Leave		
Jury Leave		
Military Leave		
Other Paid Leave		
Leave Without Pay **		

* Enter total approved leave taken for the two-week pay period in full or half days, with the exception of Leave Without Pay.

** Enter Leave Without Pay in full days only.

The leave usage reported above accurately represents leave time taken for this pay period.

Employee Signature _____ Date _____

Department Name _____

Departmental Approval _____ Date _____

Notes to Employees and Departments

- Exempt Civil Services Staff employees are expected to be present at their work sites during their normally scheduled work hours. If unexcused absences or attendance patterns should become recurring problems, employees may be subject to disciplinary action.
- Leaves, with the exception of Leave Without Pay, may be reported in full or half day increments.
- The Fair Labor Standards Act stipulates that employers may not withhold the pay of exempt employees for partial day increments. In cases where exempt employees have exhausted Sick Leave and Vacation accrual balances and need additional time off, Leave Without Pay should be reported for full day absences only.
- This form must be kept by the department for a minimum of four years.