

Classification	<a href="#">Sick<sup>1</sup></a>	<a href="#">Vacation</a>	<a href="#">Personal Plus Time</a>	Additional Notes (FTE = Full-time equivalency)
<b>Civil Service Hourly</b>	Max 3.75 hours per period	<ul style="list-style-type: none"> <li>o 1-3yrs = 3.750 hrs (max 180)</li> <li>o 4-6yrs = 4.688 hrs (max 225.024)</li> <li>o 7-9yrs = 5.625 hrs (max 270)</li> <li>o 10-14yrs = 6.563 hrs (max 315.024)</li> <li>o 15+yrs = 7.813 hrs (max 375.024)</li> </ul>	40 hours per fiscal year, frontloaded each July 1. New hires will receive a one-time frontload on their hire date. No proration based upon FTE or start date. Benefit is use or lose on the fiscal year (7/1-6/30).	Hours based on 37.5 hours per week employment and years of service are by fiscal year.  Accrual is by pay period and is prorated on FTE.
<b>Civil Service Exempt</b>	Max 7.5 hours per month	<ul style="list-style-type: none"> <li>o 1-3yrs = 15.625 hrs (max 375)</li> <li>o 4-6yrs = 16.250 hrs (max 390)</li> <li>o 7-9yrs = 16.875 hrs (max 405)</li> <li>o 10+yrs = 17.500 hrs (max 420)</li> </ul>		Hours based on 37.5 hours per week and years of service are by fiscal year.  Accrual happens monthly and is prorated on FTE.
<b>AP Continuous<sup>2</sup></b>	Max 7.5 hours per month	<ul style="list-style-type: none"> <li>o 15 hrs per month</li> <li>o Max = 420</li> </ul>		Hours based on 37.5 hours per week employment.  Accrual happens monthly and is prorated on FTE.
<b>AP Non-Continuous<sup>2</sup></b>	Max 7.5 hours per month Zeroed at end of contract	<ul style="list-style-type: none"> <li>o 15 hrs per month (prorated on FTE)</li> <li>o Max = 180</li> <li>o Zeroed at end of contract</li> </ul>		Hours based on 37.5 hours per week employment.  Accrual happens monthly and are prorated on FTE.
<b>Faculty - Tenured and Tenure-Track</b>	Max 7.5 hours per month	<b>Applies only</b> if faculty member is 12-month position (i.e. Milner, Chair, Director, Acting and Interim) <ul style="list-style-type: none"> <li>o 15 hrs per month (prorated on FTE)</li> <li>o Max = 420</li> </ul>	Personal Plus Time usage is limited by the parameters outlined in <a href="#">Policy 3.1.52</a> and the operational necessity guidelines established by individual departments.	Hours based on 37.5 hours per week employment.  Accrual happens monthly and is prorated on FTE.
<b>Non-Tenure-Track Faculty</b>	Max 7.5 hours per month Zeroed at end of contract (see note)	<b>Applies only</b> to NTTs with a 12-month appointment <ul style="list-style-type: none"> <li>o 15 hrs per month (prorated on FTE)</li> <li>o Max = 180</li> </ul>		<b>NOTE:</b> NTTs who have completed at least 6 major consecutive semesters at 1.0 FTE will start carrying forward their sick balance in the 7 <sup>th</sup> semester provided they continue to receive a Fall and Spring 4.5 month appointment.  Accrual happens monthly and is prorated on FTE.
<b>Faculty Associates Continuous and Non-Continuous (Laboratory Schools)</b>	Max 7.5 hours per month (see note)	Faculty Associates are not eligible for vacation hours.  Personal Days available, prorated per handbook and <a href="#">Policy 3.5.3</a> .		Accrual happens monthly and is prorated on FTE.  <b>NOTE:</b> Non-Continuous Faculty Associates will have sick zeroed at the end of each contract.

\* For clarification on any items above, please call 309-438-8311 or email us at [hrbenefits@illinoisstate.edu](mailto:hrbenefits@illinoisstate.edu).

<sup>1</sup> [Extended Illness](#) benefit and [Sick Leave Bank](#) information are available by contacting your Benefits Counselor in Human Resources.

<sup>2</sup> AP employees who follow the academic calendar are not eligible for vacation.