

Academic Vacation & Sick Leave (AVSL) Reporting System

Instructions for Employees (Leave Requests)

1. Go to <https://my.aces.illinois.edu> page.
2. Login by entering your [NetID](#) and [Active Directory \(AD\) password](#) in the box to the left of the screen. You can also login with Bluestem if you prefer by clicking the "Login with Bluestem" button.
3. (*First time users*) After logging in, you will see an **Add Content** drop-down Box at the bottom center of the page. Choose **Vacation System** from drop-down, and then click **ADD**. The Vacation System Box now shows on your screen. It will list your current available leave balances in hours. Click **Report or Request Days Off**. You will be taken to the **Submit Days** screen.

(*Active users*) Click "**Vacation System**" or "**Report or Request Days Off**". You will be taken to the **Submit Days** screen.

4. Click on the calendar day that you wish to report as time off.
5. Select a radio button for the "Type of day off" and "Amount of time off".
6. Click the **Submit for Approval** button. (You must submit a request for each day you want off.)
7. The days requested will appear in the "Reporting Activity" box to the right with a "Pending" in the Status box. Your supervisor can then approve or deny your time off. Your leave balances will automatically accrue time per day and reflect leave taken during the academic year.

Helpful Tips

- If you wish to see your total accruals, or the vacation time lost if not used by the end of the year, use the arrow buttons to scroll to "August 20##" and then click on 8/15 (at the end of the academic year).
- If you prefer to list your leave balances in hours rather than days, simply click on "Display summary in hours" below the summary table to the right-hand side of your screen.

Instructions for Supervisors (Leave Approvals)

You will receive email on the 17th of the month with a list of pending vacation/sick leave requests. Click on the URL included in the email and login to the AVSL Reporting System as explained above. You will see a screen listing any pending requests and you can approve or deny the requests by clicking on the "A" or the "D" next to the employee's request.

If you wish to review leave requests prior to the 17th of the month, requests appear in real time on your Vacation System module on the my.ACES homepage. You can approve or deny these requests directly from this module.