

	Sick ¹	Vacation	Additional Notes (FTE = Full-time equivalency)
Civil Service Hourly	o Max 3.75 hours per period	o 1-3yrs = 3.750 hrs / (max 180) o 4-6yrs = 4.688 hrs / (max 225.024) o 7-9yrs = 5.625 hrs / (max 270) o 10-14yrs = 6.563 hrs / (max 315.024) o 15+yrs = 7.813 hrs / (max 375.024)	Hours based on 37.5 hour-per-week classifications and years of service are by fiscal year. Accrual is by time period and prorated on FTE.
Civil Service Exempt	o Max 7.5 hours month	o 1-3yrs = 15.625 hrs / (max 375) o 4-6yrs = 16.250 hrs / (max 390) o 7-9yrs = 16.875 hrs / (max 405) o 10+yrs = 17.500 hrs / (max 420)	Hours based on years of service (all 37.5 hour-per-week). Accrual happens monthly and prorated on FTE.
AP Continuous	o Max 7.5 hours month	o 15 hrs per month o Max = 420	Hours based on all 37.5 hour-per-week. Accrual happens monthly and prorated on FTE.
AP Non-Continuous	o Max 7.5 hours month o Zeroed at end of contract	o 15 hrs per month (prorated on FTE) o Max = 180 o Zeroed at end of contract	Hours based on 37.5 hour-per-week. Accrual happens monthly and prorated on FTE.
Faculty - Tenured and Tenure-Track	o Max 7.5 hours month	Applies only if faculty member is 12 month position (i.e. Milner, Chair, Director, Acting and Interim) o 15 hrs per month (prorated on FTE) o Max = 420	Hours based on 37.5 hour-per-week. Accrual happens monthly and prorated on FTE.
Non-Tenure-Track Faculty	o Max 7.5 hours month o Zeroed at end of contract (see note at far right)	Applies only to NTT's that work 12 consecutive months during the fiscal year o 15 hrs per month (prorated on FTE) o Max = 180 o Zeroed at end of contract	NOTE: NTT's with full-time 100% service over more than 6 consecutive semesters do not have sick time zeroed – per contract Hours based on 37.5 hour-per-week. Accrual happens monthly and prorated on FTE.
Faculty Associates Continuous and Non-Continuous Classifications used in Laboratory Schools	o Max 7.5 hours month o Non-continuous see note at far right	NA – Faculty Associates are not eligible for vacation hours	Hours based on 37.5 hour-per-week. Accrual happens monthly and prorated on FTE. Additional 2 'Personal Days' each year prorated per handbook. NOTE: Non-continuous sick zeroed at end of contract.

* Other Classifications/Employee Classes do not receive vacation or sick leave.

** For clarification or any exception-information on any items above, or more complete explanations, please call 309-438-8311 or email us at hrbenefits@illinoisstate.edu.

¹ **Extended Illness** benefit (often referred to as “the 150 sick”) and **Sick Leave Bank** information available through contacting [HR directly](#).