Academic Vacation & Sick Leave (AVSL) Reporting System

You will use the my.ACES system to request/report any time off. Time off must be reported in half or full days. Below are instructions on how to access the system, and how to submit a request. If you are unable to login for any reason, or have any questions please contact Ashley Grilo at ashleyg@illinois.edu.

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.

3. (F*irst time users*) After logging in, you will see an **Add Content** drop-down Box at the bottom center of the page. Choose **Leave Reporting** from drop-down, and then click **ADD**. The Leave Reporting 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.

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

5. Click on the calendar day that you wish to report as time off.

6. Select a radio button for the "Type of day off" and "Amount of time off".

7. Click the **Submit for Approval** button. (You must submit a request for each day you want off.)

8. 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 prefer to see all of your leave balances through the end of the academic year instead of through a certain, simply click on "Display summary thru end of the year" below the balance summary table
- If you prefer to list your leave balances in hours rather than days, simply click on "Display summary in hours" below the balance summary table