

# University of Illinois Springfield

## Know Your U

### Frequently Asked Questions

#### Program Hours

**1. How many hours am I granted in an academic year to use for Know Your U activities?**

Eight (8) hours are granted per Academic year (August 16 through August 15).

**2. If I don't use my entire 8 hours in an academic year, can I roll them over into the next academic year?**

No, unused hours may not be rolled over into subsequent years. Unused hours are forfeited and you will start over with a new 8 hours at the beginning of each academic year.

**3. Do I have to use the hours in full hour increments?**

No, you may report usage in increments of 15 minutes.

**4. Does travel time to an activity count as part of my 8 hours?**

It depends on the location and nature of the activity. Travel time to and from engagement activities outside of an employee's normal work location will be determined by unit/college specific guidelines and practices.

\*For UIS employees, time spent traveling to and from on-campus activities (Tour of Residential Simulation Lab, Community Garden, etc.) will not count towards your Know Your U hours. Time spent traveling to and from off-campus events (Emiquon, Innovate Springfield, etc.) will count towards your Know Your U hours.

**5. May I transfer my hours to another employee?**

No, you may not transfer unused hours to another employee. Each employee receives a maximum of 8 hours per academic year.

**6. If I am part-time, how many hours do I receive?**

Part time employees receive a prorated number of hours based on their FTE. For example, an employee with an FTE of .80 would receive 6.4 hours; an employee with an FTE of .50 would receive 4 hours.

**7. May I use my hours in place of a vacation day?**

No, hours granted for the Know Your U program may not be used for vacation leave purposes. The program is intended to be used for activities at your university during your normal workday.

**8. If I resign or retire from my position before the end of the academic year and I have used all of my 8 hours, do I have to pay them back?**

No, the 8 hours are granted at the beginning of each academic year may be used at any time even if you do not work the entire academic year.

**9. If I do not use my entire 8 hours by the end of the academic year, can I be paid for any unused hours?**

No, unused hours are forfeited at the end of each academic year and do not hold any monetary value.

**Program Activities**

**10. Can I participate in an activity at a different university in which I am located?**

At this time, the Know Your U program is to be used on the campus in which you are located.

**11. How do I participate in activities if I am second or third shift?**

You may participate in an activity being offered during your shift, or, you may make arrangements with your supervisor to participate in an activity during first shift and then an approved paid absence for the same amount of time will be granted during your normal shift that day.

**12. Can I participate in an activity with my co-workers?**

Yes! Know Your U encourages employees to participate in activities together as a team building activity.

**13. Where can I find a list of activities available at my university?**

Select the appropriate location for a list of available activities. These are not exhaustive lists and there may be other activities available to enjoy.

[Springfield](#)

[Urbana](#)

Chicago

**14. I am located at a satellite location (e.g. Peoria, Rockford, Extension Office, etc.). How do I participate in the program?**

A list of activities are available for most locations. If there are no activities at your particular location, you may make arrangements to travel to the nearest location, with supervisor approval.

**15. My office holds an annual team-building retreat for staff. Does this count as a Know Your U activity?**

No, Know Your U is not meant to take the place of customary college, department, or unit events, such as staff retreats, holiday parties, business meetings, etc.

**16. Can I use my hours to volunteer in the community?**

Know Your U is designed for employees to engage in activities happening at the University of Illinois to foster learning and employee engagement. Volunteering for community activities may be available under other leave options. Consult with your supervisor or human resources office.

**Program Approvals**

**17. Do I need supervisor approval to participate in an activity?**

Yes, you must receive preapproval from your supervisor to participate in a Know Your U activity.

Approval at a particular time may be denied based on operational needs.

**18. Does my supervisor have to approve of the type of activity I participate in under the program?**

Yes, your supervisor should be aware of the activity you plan to participate in to ensure it is appropriate under the program guidelines. If unsure if an activity would qualify, contact your university or system human resources office for guidance.

**Tracking Program Hours**

**19. How do I track my time spent on Know Your U activities?**

We are working on configuring the AbilityLMS learning management system to be used for tracking the time spent and the nature of the activity for this program. This system should be ready for use in the next few weeks. Until that time, please keep track of your hours on your own and then you will be able to enter them retroactively once that system is ready.

**20. Why do I have to track my time spent participating in a Know Your U activity?**

Tracking your time spent on an activity serves two purposes – to ensure time spent is within the eight (8) hour allotment; and, for annual review of the program to evaluate its success to make improvements each year.

**21. Can I use my entire 8 hours for one activity in a single day?**

The intent of the program is to participate in activities that are a maximum of one to two hour duration at a single time. There may be activities that last longer which are approved; however, try to maximize your time by spreading the hours out across multiple events and days.

**22. Can employees paid from grant funds participate in the program?**

Yes, this professional development activity is a work benefit to employees and therefore, there are no restrictions to participating in the Know Your U activities due to grant funds.

**23. If I participate in an activity that lasts longer than my normal shift, do I receive overtime pay for the additional time?**

No, time spent on an activity for Know Your U is exclusive of overtime pay and should be scheduled so it does not exceed your normal shift.