

UIC HR POLICIES AND PROCEDURES

NUMBER
603

MANUAL Human Resources	SECTION Human Resources Development and Training	PAGE 1 of 2
SUBJECT Lifelong Learning and Educational Access Program (LLEAP)	EFFECTIVE 1/14/2008	REVISED 1/14/2008
ISSUED BY Vice Chancellor for Human Resources	APPROVED BY Chancellor	

PURPOSE

To establish a policy on the availability and terms of use for the Lifelong Learning and Educational Access Program (LLEAP).

SOURCES AND BACKGROUND

LLEAP focuses on life-long education and skill enhancement, provides opportunity to participate in educational development beyond mandatory training needed to perform job duties, and is directed to the general development and advancement of employees.

APPLICABILITY

Permanent, non-faculty academic and open-range civil service support staff employed at UIC for at least one year (as of July 1st). Employees with less than a 100% appointment are also eligible on a prorated basis.

DEFINITIONS FOR PURPOSES OF LLEAP POLICY

RELEASE TIME – Paid time away from work. Employees who utilize release time are not required to “make up” hours or use vacation time.

FLEX TIME – Adjustments to employee’s daily work hours. The same number of hours must be worked within the workday, but the start and end time may be earlier or later than the normally scheduled time.

DEVELOPMENT ACTIVITIES – Courses, seminars, or conferences that provide a clear educational development purpose. Examples include courses offered at UIC, courses offered at other colleges or universities, online courses, seminars, and workshops. Recreational activities are not considered to be development activities.

POLICY

The University of Illinois at Chicago will offer LLEAP to all eligible employees. LLEAP will allow employees the freedom to participate in educational development activities of their choice. Mandatory training needs are not eligible under the LLEAP program.

The following benefits are available under the LLEAP program. Each eligible employee can utilize one of the following benefits on an annual basis:

- 1) Up to \$200 of funding for development activities and up to 8 hours of release time.
- 2) Up to \$200 funding to coursework not covered under a university tuition waiver.
- 3) Continuous flex time of 4 hours per week while enrolled in or actively pursuing an educational development activity.
- 4) Release time of up to 16 hours per year for development activities.

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Departments are responsible for paying up to \$200 annually for each eligible employee whose request is approved. If for budgetary reasons these funds cannot be provided, the unit’s supervising Vice Chancellor office should be contacted.

ACTION

RESPONSIBILITY

Employee

Eligible employees must submit a “LLEAP Employee Participation Request Form” at least three weeks in advance to their supervisor. Employees are responsible for maintaining accurate records of their employee development activities (i.e. registration materials, class materials, agendas, receipts, etc.)

Department Supervisor

Supervisors must review the “LLEAP Employee Participation Request Form” as soon as possible upon receipt. If the request falls within policy guidelines approval should be given and the employee should be notified.