

UIC POLICIES AND PROCEDURES

		NUMBER 801-04
MANUAL Human Resources	SECTION Leaves and Absences	PAGE 1 of 2
SUBJECT Sick Leave for Support Staff		EFFECTIVE 04/01/1997
		REVISED 06/25/2007
ISSUED BY Vice Chancellor for Human Resources		APPROVED BY Chancellor

PURPOSE

To communicate University policy regarding the accrual and use of sick leave for support staff employees to identify the process for the approval and use of sick leave and to insure compliance with University rules and Public Act 90-65.

SOURCES AND BACKGROUND

University of Illinois General Rules Concerning University Policy & Procedures
 University of Illinois Policy and Rules for Civil Service Staff
 Collective Bargaining Agreements
 Family Medical Leave Act

APPLICABILITY

All UIC support staff employees

POLICY

Employees in a Status, Trainee, Apprentice, Learner, or Provisional appointment accrue sick leave at the rate of 0.0462 hours for each hour they are in pay status. Sick leave does not accrue on overtime worked.

Any sick leave earned before January 1, 1984, and on or after January 1, 1998, shall be noncompensable and shall be used in full before any compensable sick leave earned between January 1, 1984, and December 31, 1997, is used.

Employees eligible to participate in the State Universities Retirement System or the Federal Retirement System are eligible for compensation for one-half of the unused sick leave earned between January 1, 1984, and December 31, 1997, at the time of resignation, death, or other termination of university employment.

Employees who separate from the University in good standing and return to employment within two years may have their former accrued non-compensated sick leave restored.

Sick Leave Use and Approval - Employees must have their supervisor’s approval to charge an absence against accumulated sick leave. Supervisors may require employees to provide evidence to substantiate the reason for the absence, including a physician’s certificate, if the absence exceeds three consecutive work days or if the supervisor believes that the employee does not have a valid reason for requesting sick leave. Employees who request or are on extended leave for illness, injury, or disability, including maternity, may be required to obtain a medical opinion from the University Health Service or provide a medical opinion acceptable to the Health Service in support of the leave, its continuance, or the employee’s ability to return to work.

Accrued sick leave may not be used for the purpose of vacation. Accumulated and unused vacation and personal leave may be used in lieu of an approved leave of absence without pay.

Part-time employees may use their accumulated sick leave for the same reasons as full-time employees during any work week for their hours of absence. Nevertheless, the hours worked during the workweek plus sick leave use cannot exceed the employee’s benefit rate (percent time) multiplied by the full-time work schedule of the classification.

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Adjustments in Sick Leave - Employees who change the length of their workweek, such as from 40 hour week to a 37 ½ hour week, will have sick leave accrual converted from hours to days and reconverted to hours under the new workweek schedule.

The full amount of sick leave accumulated by an employee at the time a disability begins shall be available for employees to remain in pay status. Employees continue to earn sick leave while using their accumulated sick leave. Where the disability is an extended one, benefits shall be recomputed each time the employee reaches non-pay status and appropriate credit shall be given for any sick leave earned while the employee has been using sick leave. Nevertheless, the leave on leave computation will not be credited for less than one (1) hour. The amount of sick leave charged may not exceed the accrued balance shown at the start of the leave period plus the amount the employee earned during the reporting period.

Computing Sick Leave Accrual for Compensatory Time and Make-up Time at Straight Time Rate - Make-up time performed at the applicable straight time rate will be regarded as pay status service for the purposes of computing service credits and sick leave accrual. For example, if an employee is making-up time for an excused, unpaid absence, this time also will be credited as pay status service for the purpose of computing service credits and sick leave accrual.

Compensatory time off earned, used in lieu of regularly scheduled work hours, will be regarded as pay status service for the purposes of computing accrual. If an employee is entitled to take the regular shift off the next day for rest and compensatory time off purposes, for example, the employee is regarded as in pay status service while on time off from the regular shift, for the purposes of computing service credits and sick leave accrual.

PROCEDURES

RESPONSIBILITY

1. Employee

2. Supervisor or designee

ACTION

Notifies supervisor or designee of absence before the next work shift and the anticipated length of absence, if it will be more than one day.

Reassigns specific duties during the employee's absence. Determines if use of sick leave is approved, based on University of Illinois Policy and Rules for Civil Service Staff, any applicable contract provisions, and departmental requirements regarding notification. Reports leave use on the employee's time sheet and sends time sheet to the unit's payroll representative.