

## **Section VII. Leaves and Release Time (paid and unpaid)**

### **A. Blood/Blood Platelet Donor Program**

Faculty and staff members of UIC are invited to become part of the University of Illinois Blood Donor Program. This program, sponsored by the University of Illinois Hospital, Blood Donor Center, assures availability of blood and blood components to the patients at the University of Illinois at Chicago Hospital. Special recognition is given to the many employees who have become “gallon donors” or who help recruit blood donors from their units.

Employees are entitled to release time in order to donate blood. Screening before blood donation consists of a brief medical questionnaire, blood pressure, pulse, temperature determination, and a hematocrit. The actual donation usually takes approximately 10 minutes. The Blood Bank Center is located in University of Illinois Hospital, Suite 1106, 1740 West Taylor. Current hours of operation are from 7:30 a.m. to 6:00 p.m., telephone 996-1341.

### **B. Jury Duty**

All faculty members are given leave with pay for the duration of jury duty, and may retain funds paid to them in compensation for such duty. Jury duty leave is strictly a departmental matter, and all arrangements are made between the department head/chairperson and the faculty member. The department must make provisions to handle the workload of the faculty member on jury duty; additional funds for this purpose are not available.

### **C. Leaves**

Absences from duty (paid or unpaid) must be reported to the departmental office. More detailed information regarding the leaves described below can be accessed via [NESSIE](#).

#### **1. Administrative Leave**

Certain administrators are eligible for administrative leave at full pay for a two-to four-month period if they have provided five (5) years of continuous, full-time service in an eligible position. The following categories may apply: vice chancellors; deans; directors, as well as assistant and associate directors, of units reporting directly to the chancellor or one of the vice chancellors; assistant and associate chancellors; assistant and associate vice chancellors; and assistant and associate deans, providing that the administrative position represents a full-time assignment. Individuals within these categories who are eligible for sabbatical leaves as members of the faculty are not eligible for administrative leaves. For further information, contact Faculty Affairs Human Resources (FAHR).

#### **2. Disability Leave**

University employees must have at least two years of service credit in the retirement system to qualify for disability benefits from the State Universities Retirement System ([SURS](#)) if the disability results from an illness. No minimum service credit is required if the disability results from an accident.

After 60 calendar days of disability or the termination of salary or sick leave payments, whichever is later, the employee is entitled to 50 percent of basic compensation in effect on the date disability occurred or 50 percent of average earnings during the 24 months immediately preceding disability, whichever is greater. "Basic compensation" means the normal contract salary; it does not include earnings for summer session teaching or overtime. You need not use vacation pay before receiving a disability benefit. However, if you think your disability is permanent, you may want to remain on full salary using vacation payments before your disability benefit begins. Your disability benefit may be subject to adjustment if you decide to receive vacation payments after the disability benefit begins.

Disability benefits will be reduced by workers' compensation or occupational disease payments for an on-the-job accident or an occupational illness. Certain limits apply; see SURS website. While receiving disability benefits, the employee continues to receive full protection under the retirement system survivors' insurance program and acquires service credit for retirement purposes.

An employee who continues to be disabled after disability benefits expire may: (1) resign his/her position and apply for a refund of the SURS employee contributions and interest; (2) leave the contributions on deposit to accrue with interest to be withdrawn at some later time or to be paid to the beneficiary upon the employee's death; (3) apply for a retirement annuity to begin at age 62, if the employee has at least five but less than eight years of service, or at age 55, if they have eight or more years of service; or (4) apply for a disability retirement allowance if disability benefits are terminated due to the 50 percent earnings limitation and if the employee is permanently disabled and unable to engage in any substantial gainful activity

### 3. Disaster Service Volunteer Leave (DSVLA)

Employees who are certified disaster service volunteers of the American Red Cross or assigned to the Illinois Emergency Management Agency (IEMA) may be granted paid leave time in order to participate in disaster relief for a level III or above disaster at the request of the Red Cross or IEMA. Certification and documentation of the agency request is required and must be provided before leave is approved.

Up to 20 work days paid leave in any 12 month period could be granted. Employees continue to receive the same State and University benefits while on leave and all State-paid contributions continue. Compensation is at the regular rate of pay for regular hours during which the employee is absent. Leave is granted without loss of seniority, pay, vacation time, compensatory time, personal days, sick time, or earned overtime accumulation. Disaster Service Volunteer Leave is provided for under State of Illinois Compiled Statutes [5 ILCS 335 - Disaster Service Volunteer Leave Act](#).

#### 4. Education Leave

A leave of absence without pay will be designated as educational if the purpose of the leave is for study, research, or other pursuit, the object of which is to increase the faculty member's usefulness to the University. Faculty who take a leave to accept a position at another institution or independent agency will not be granted an educational leave, but may be granted a personal leave.

An educational leave with pay or with partial pay is generally the result of an award or a fellowship such as those granted by the National Science Foundation, a Guggenheim Award, a visiting appointment at another institution which requires teaching and/or research activities, etc. These types of leaves allow the faculty member to continue his or her scholarship or research activities and, if taken by an assistant professor in the tenure probationary track, the time spent on leave from UIC will count toward the tenure probationary period. Sabbatical leave service credit is generally granted under an educational leave as well, but must be requested at the time of the educational leave.

Any leave granted for more than one year in length will require written justification with approval and endorsement by the head and dean as these leaves require prior approval from the Provost.

#### 5. Family and Medical Leave (FMLA)

The Family and Medical Leave Act (FMLA), enacted in 1993, is designed to help employees balance the demands of the workplace with the needs of families and to promote stability and economic security of families. It gives employees the right to a 12-week paid or unpaid leave for each consecutive 12-month period for which eligibility criteria have been met for the following events: 1) Birth or placement of a child for adoption or foster care; 2) serious health condition of an employee; or 3) serious health condition of a spouse, child or parent.

Employees are entitled, on return from leave, to be restored to the position held when the leave commenced, or to an equivalent position with equal pay, benefits, and other conditions of employment.

#### 6. Family Military Leave

An employee who is a spouse or parent of a person called to military service lasting longer than 30 days may be granted up to 30 days unpaid leave during the time federal or state deployment orders are in effect for the employee's spouse or child. To be eligible, employees must have been employed for at least 12 months and worked 1,250 hours in the preceding 12 months. Additionally, employees must exhaust all accrued vacation, personal, compensatory, and any other leave, EXCEPT for sick and disability leave prior to requesting Family Military Leave. Family Military Leave is provided for under State of Illinois [Public Act 094-0589 - Family Military Leave Act](#).

#### 7. Funeral/Bereavement Leave

Funeral leave grants employees paid time to attend the funeral and for travel and bereavement time, upon the death of an employee's immediate family or certain other relatives. Employees are granted **three days** of paid leave for immediate family members, which include:

- Father
- Mother
- Sister
- Brother
- Spouse
- Children
- Grandparent
- Grandchild
- Biological, adopted, foster, legal wards, step or *in loco parentis* relationships
- In-laws (grandmother-, grandfather-, mother-, father-, brother-, sister-, son-, and daughter-in-law)
- Members of the employee's household

Employees are granted **one day** of paid leave for a relative other than the above who is not a member of the employee's household - aunt, uncle, niece, nephew, or cousin of the employee. (Such relatives are regarded as members of the immediate family only if in residence in the employee's household.)

Additionally, current University of Illinois policy provisions allow for Funeral/Bereavement leave utilization for employees' same-sex domestic partners. Eligibility is modeled on existing criteria contained in the [University's Affidavit of Domestic Partnership](#). See also, Section X, Item G in this Handbook.

Relationships existing due to marriage will terminate upon the death or divorce of the relative through whom the marriage relationship exists. Current marital status will be defined in accordance with Illinois State law. While on funeral leave, employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue. Paid funeral leave may be used only on days an employee is scheduled to work. Academic staff members receive their regular salary while on paid funeral leave.

#### 8. Leave of Absence Without Pay

On the recommendation of the head or chairperson of a department and with the concurrence of the dean of the college, or on the recommendation/approval of the dean or director of an independent campus unit, a member of the faculty may be granted a leave of absence without pay for a period of one year or less. Such a leave may be renewed in special circumstances, ordinarily for not more than one year, with approval by the Provost. Leaves for longer periods or frequently recurring leaves would not seem to serve the best interests of the university. It is the obligation of the head of the unit to justify the approval of the leave.

To continue to receive service and earnings credit for retirement purposes, an employee who is granted a leave of absence without pay must file an election to pay the employee contributions of 8 percent of salary, which are automatically

deducted from the employee's earnings when pay is being received. The State Universities Retirement System (SURS) will notify the employee upon receipt of the leave of absence information from the campus. The employee should follow up with [SURS](#) to make sure all appropriate documentation has been completed and on record. Additionally, State and University (e.g. all health insurance, sick leave, vacation, if applicable, etc.) benefits are discontinued when an employee is in unpaid status. If the employee wishes to continue benefits coverage, he/she is responsible for covering both the employee and State-paid cost for this coverage and should contact the [Benefits Center](#) to make arrangements for continuance of such coverage.

Within strictly defined limits, tenure-track assistant professors who provide service to the university for less than a full appointment year (as in the taking of leave without pay) may determine whether they wish to have that year counted toward completion of the probationary period toward tenure ([see Section VI, Item J \(1\) in this Handbook](#)). Time spent on a leave of absence without pay does not ordinarily count toward the probationary period of a faculty member on definite tenure, nor does it ordinarily count as service in establishing eligibility for a sabbatical leave with pay, unless recommended and agreed upon in advance.

#### 9. Military Leave

A leave of absence shall be granted to an eligible employee who is a member of any reserve component of the United States Armed Forces or of any reserve component of the Illinois State Militia for any period actively spent in military service, in accordance with State and Federal law. Employees should receive approval from their appropriate supervisor or campus executive officer. Such leave will be granted whether or not within the State and whether or not voluntary. There are no restrictions on the length of leave granted for military service. Benefits shall be continued by the University as mandated by State and Federal legislation. Employees should contact the campus benefits office for complete information about continuation of insurance coverage and any premium payments.

Compensation is in accordance with the Illinois Military Leave of Absence Act. If the leave is with pay, compensation is at the employee's regular basic rate:

- **Annual Training:** Employee receives regular compensation as a University employee.
- **Special or Advanced Training:** For leaves up to 60 days during a University appointment year, if the employee's compensation for military activities is less than their University compensation, the employee shall receive regular University compensation minus the amount of base pay for military activities for normally scheduled work days. The 60 days do not have to be consecutive.
- **Basic Training:** If the employee's compensation for military activities is less than their University compensation, the employee shall receive regular University compensation minus the amount of base pay for military activities. No additional University compensation is given if the military pay is equal to or greater than the employee's current University compensation.
- **Call-Up for Active Duty:** Employees shall receive leave with pay for normally scheduled work days for up to 30 calendar days. If call-up is

extended beyond 30 calendar days, the employee will be granted leave without pay for such additional days or will be granted leave and compensated as mandated by Federal or State of Illinois legislation. Compensation will be at the employee's regularly hourly rate for non-overtime scheduled hours. See also: [Compensation under Executive Order #10 - 9/11](#) and [Compensation under Executive Order 2003-6](#)

In accordance with provisions of the Service Member's Employment Tenure Act, the [Military Selective Service Act](#) and the [Employment and Reemployment Rights of Members of the Uniformed Services Act](#), an employee returning from leave for military service will be restored to the position of employment which the employee left, with the same increases in status, seniority, and wages that were earned during the term of military service by employees in like positions, or to a position of like seniority, status, and pay, unless the University's circumstances have so changed as to make it impossible or unreasonable to do so, or if the employee's position was temporary. Employees returning from leave must have received a certificate or other evidence of honorable discharge or satisfactory completion of military service, and must make application for reemployment within 90 days after being relieved from military service, or from hospitalization continuing after discharge for a period of not more than one year.

#### 10. Parental Leave

Parental leave grants eligible employees up to two weeks of paid leave following the birth of a child, or upon the initial placement or legal adoption of a child under age 18. Parental leave is automatically counted toward the 12-week family and medical leave entitlement for eligible employees. Employees who have completed six months of continuous employment are eligible for parental leave.

Eligible employees are granted up to two weeks of leave with pay for parental leave. Parental leave is limited to one leave per twelve-month academic appointment year. Parental leave following the birth of a child must be taken in full immediately after the birth or immediately following the child's release from a health care facility to the home. Parental leave for an adopted child may be taken in full either at the time of initial placement or at the time of legal adoption. Leave cannot be taken on an intermittent schedule, or on a reduced leave schedule for a period lasting longer than two weeks.

While on parental leave, employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue. Eligible employees receive their regular rate of pay while on parental leave. Employees who resign employment before or at the expiration of the parental leave normally shall be required to reimburse the University for the cost of wages paid during the leave.

Additionally, current University of Illinois policy provisions allow for parental leave utilization for employees' same-sex domestic partners. Eligibility is modeled on existing criteria contained in the [University's Affidavit of Domestic Partnership](#). See also, Section X, Item G in this Handbook.

#### 11. Sabbatical Leave

[Article IX, Section 7](#) of the University of Illinois Statutes grants a member of the faculty who has the rank of professor, associate professor, or assistant professor a sabbatical leave of absence with pay for the purpose of study, research, or other pursuit, the object of which is to increase the faculty member's usefulness to the university. To be eligible, a faculty member holding one of the preceding ranks must have served the university for one of the periods indicated below on a full-time appointment as an assistant professor or higher rank since the faculty member's original appointment or since the termination of that faculty member's last leave on salary. The leave must be recommended by the head or chairperson of the faculty member's department with the concurrence of the dean of the college (or on recommendation of the dean or director of an independent campus unit), and is subject to approval by the chancellor, pending approval by the Board of Trustees.

The following sabbatical leave options are available:

<b>Period of Full-Time Service*</b>	<b>Nine-Month Faculty</b>	<b>Twelve-Month Faculty</b>
<b>After nine (9) appointment years:</b>	<b>Same as after eight (8) appointment years.</b>	<b>Nine months (three-fourths of an appointment year) at full salary.</b>
<b>After eight (8) appointment years:</b>	<b>Two semesters at two-thirds salary <u>OR</u> one semester at full salary.</b>	<b>Twelve months (full appointment year) at two-thirds salary <u>OR</u> eight months (two-thirds of an appointment year) at full salary.</b>
<b>After six (6) appointment years:</b>	<b>Two semesters at half salary <u>OR</u> one semester at full salary.</b>	<b>Twelve months (full appointment year) at half salary <u>OR</u> six months (one-half of an appointment year) at full salary.</b>
<b>After four (4) appointment years:</b>	<b>One semester at two-thirds salary.</b>	<b>Six months (one-half an appointment year) at two-thirds salary.</b>
<b>After three (3) appointment years:</b>	<b>One semester at half salary.</b>	<b>Six months (one-half of an appointment year) at half salary <u>OR</u> three months (one-fourth of an appointment year) at full salary.</b>

\*Since original hire or last leave on salary.

After a sabbatical leave, credit toward the next sabbatical begins to accumulate at the beginning of the next semester (for faculty members on nine-month appointments) or the next month (for faculty members on twelve-month appointments) upon the faculty member's return to full-time service. Time spent on leave of absence without pay may not be counted as credit toward a sabbatical leave.

An eligible faculty member may combine sabbatical leave salary with salary paid from a grant or contract administered by the university as long as the combined salary does not exceed the faculty member's full salary for the year in which sabbatical is taken and the contracting or granting agency approves such an arrangement. Additionally, the grant or contract agency must approve the funding in writing and this written approval must accompany the sabbatical application.

Sabbatical leaves are given to members of the faculty primarily for the purpose of enabling them to acquire additional knowledge and competence in their respective fields. No one to whom a sabbatical has been granted will be permitted while on such leave to accept remunerative employment or engage in professional practice or work for which he or she receives pecuniary compensation, or to continue in an administrative capacity with salary if such an appointment is held prior to the leave. Although this does not prohibit the faculty member while on leave from giving a limited number of lectures or doing a limited amount of other work, such activities do require advance approval by the chancellor. A faculty member on sabbatical leave may accept a scholarship, fellowship, or grant for the purpose of study, research, or scientific investigation provided that the acceptance does not impose duties and obligations incompatible with the purpose for which sabbatical leaves of absence are granted.

A member of the faculty to whom a sabbatical leave of absence has been granted must agree to return to the university on the expiration of the leave and to remain in its service for at least one year thereafter; and the university, on its part, will agree to retain the faculty member in its service for the period of one year after return from sabbatical. Upon returning from sabbatical leave, the faculty member is required to submit—through the appropriate department head or chairperson and dean or director—a report to the chancellor on the work undertaken during the sabbatical period.

Each faculty member seeking sabbatical leave must prepare an application for sabbatical leave of absence form and a sufficiently detailed statement about the proposed program of study, travel, and the type of supplementary financial aid to be received or applied for. This material is transmitted through the head of the department and the dean of the college (or the director of a similar unit) to the provost and vice chancellor for academic affairs, who forwards the application to the campus research board for evaluation and recommendation. In light of the research board's recommendations, both the provost/vice chancellor for academic affairs and the chancellor review the applications and transmit, with recommendations, to the president who submits recommendations to the Board of Trustees. Applications will not be approved if any additional costs to the university are involved.

## 12. [Sick Leave](#)

Eligible employees may use sick leave for illness of, injury to, or need to obtain medical or dental consultation for the employee, employee's spouse, [children](#), or [parents](#), parents-in-law, and members of the employee's household. Sick leave may also be used for pregnancy or following the birth or adoption of a child to care for that child, not to exceed 12 weeks.

No deduction of time from sick leave is made at a time when an employee is not expected to furnish regular service to the university. Thus, an employee who is absent due to illness on days that he/she is not normally required to be present, such as university-observed holidays, should not deduct a sick leave day. Nevertheless, if a faculty member teaches Monday-Wednesday-Friday classes

and is ill for the week, five sick days must be deducted from faculty member's sick leave. Accrued sick leave cannot be used for vacation purposes.

Employees who are eligible to participate in the State Universities Retirement System or the Federal Retirement System, have a 50 percent or greater appointment, and who are appointed for at least nine months are eligible to earn 25 workdays of sick leave each appointment year. Twelve of these days are cumulative and are to be used prior to the using the remaining 13 non-cumulative days. If any of the 12 days are unused, they may accumulate and be used for service credit in the State Universities Retirement System for up to a maximum of one year of service credit. If the 12 days are fully utilized in any appointment year, the additional 13 non-cumulative sick days are available for extended sick leave in that appointment year. No part of the 13 days will be cumulative or eligible for payment. No additional sick leave is earned for a summer appointment. In the case of an appointment for less than a full appointment year, the 12 days cumulative and the 13 days non-cumulative leave shall be prorated.

In order to fulfill University reporting requirements, mandatory reporting of vacation and sick leave usage is required two times during the year, in May and in September, for academic employees (faculty and academic professionals). UIC requires quarterly reporting of vacation and sick leave to the employee's home department using the attached reporting [form](#). In addition, some departments/units may require more frequent (monthly) reporting. Postdoctoral research associates, medical residents, annuitants, graduate assistants, and those employees appointed for less than 50 percent time or for less than a continuous nine-month period receive 13 non-cumulative and non-compensable sick leave days per appointment year. They are not eligible to accumulate sick leave or to receive compensation for sick leave upon termination of employment.

According to state law and actions of the Board of Trustees, upon termination of employment, an employee is eligible for payment for one-half of unused compensable sick leave earned on or after January 1, 1984. The other half of unused compensable sick leave, as well as any cumulative non-compensable sick leave balance that predates January 1, 1984, is used as service credit in the State Universities Retirement System. Upon exhaustion of sick leave, employees who are enrolled in the [Shared Benefits Program](#) may be eligible for additional sick leave benefits.

Additionally, current University of Illinois policy provisions allow for sick leave utilization for employees' same-sex domestic partners. Eligibility is modeled on existing criteria contained in the [University's Affidavit of Domestic Partnership](#). See also, Section X, Item G in this Handbook.

### 13. Victims Economic Security and Safety Leave (VESSA)

The Victims Economic Security and Safety Act (VESSA), enacted in 2003, is designed to promote the State's interest in reducing domestic violence, dating violence, sexual assault, and stalking by enabling victims of [domestic or sexual violence](#) to maintain the financial independence necessary to leave abusive situations, achieve safety, and minimize the physical and emotional injuries from

domestic or sexual violence, and to reduce the devastating economic consequences of domestic or sexual violence to employees. It gives employees the right to a 12-week paid or unpaid leave for each consecutive 12-month period for which eligibility criteria have been met. Employees are entitled, on return from leave, to be restored to the position held when the leave commenced or to an equivalent position with equal pay, benefits, and other conditions of employment. All employees at the University are eligible for 12 weeks of VESSA leave in a 12-month period for the following reasons:

- To seek medical help and recover from physical or psychological injuries caused by domestic or sexual violence to the employee or [employee's family or household member](#).
- To obtain victim's services, psychological or other counseling, and legal assistance or remedies, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.
- To participate in safety planning, temporarily or permanently relocating, or taking other actions to increase health and safety, or to ensure economic safety of covered persons.

When possible, prior notice should be given to the employee's department head or administrative officer. Employees must submit a [VESSA application](#) with additional documentation supporting the leave request which includes: 1) documentation from the employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence; or 2) a police or court record; or 3) other corroborating evidence.

This Act does not create a right for the employee to take a leave that exceeds the leave time allowed under, or in addition to, the leave time permitted by the [Family and Medical Leave Act \(FMLA\)](#). For employees on VESSA leave who are also eligible for FMLA leave, VESSA leave time is not in addition to the 12-week FMLA entitlement when the reason for VESSA leave also qualifies under FMLA, but depletes the 12-week FMLA entitlement when used. An employee who may have exhausted all available leave under FMLA, for a purpose other than that which is available under VESSA, remains eligible for leave under VESSA. For information on benefits continuation while on VESSA leave, employees should contact the [Benefits Center](#). To determine the effect of leave on the accumulation of service time for retirement and to assure continuation of contributions, contact [SURS](#). Employees have the option to take VESSA leave with or without pay.

#### 14. [Vacation](#)

Eligible employees are granted vacation leave, a pre-approved paid absence from work, to be used for personal and vacation reasons. Leave for vacation purposes will be arranged with due regard for operating needs of the University and to accommodate the convenience of the employee and their department/unit. For reporting requirements see #C-12 above.

Faculty must have a 12-month appointment to be eligible for vacation. Those appointed for an academic year (9 months) or 10 months paid over 12 months are not eligible for vacation leave. Academic employees receive 24 workdays per year at the percentage of their appointment. New employees starting after the beginning of the academic year receive a prorated share. A maximum accumulation of 48 days may be carried over from one appointment year to the next. While using vacation leave, employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.

Accumulated, unused vacation time, up to a maximum of 48 days, may be paid out at the time of separation. If the employee leaves before the termination of his/her contract, the unused vacation payout will be prorated for the portion of the year worked. An academic employee who retires, resigns, or otherwise terminates his/her employment with UIC will be paid in full as of the last day of service to the University. The method of final payment is subject to the approval of the unit head. See also Section V, Item J (4) in this Handbook regarding Final Method of Payment.

#### **D. Organ/Bone Marrow Donor**

Eligible employees may be granted paid leave time for the purpose of donating an organ or bone marrow. All permanent full- or part-time employees who are employed for six months or more may be eligible to request this leave. Medical documentation of the proposed organ or bone marrow donation is required for approval. Documentation should be submitted to your department head or administrative officer with as much advanced notification as possible.

Up to thirty (30) workdays paid leave may be granted once in a 12-month period for the donation of an organ or blood marrow. Employees are not required to use accumulated sick or vacation leave for the Organ Donor Leave. Leave time is for 30 days; holidays do not extend the allowable leave maximum. While on organ or bone marrow donor leave, employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue. Organ or bone marrow donor leave is provided for under State of Illinois Compiled Statutes [5 ILCS 327 - Organ Donor Leave Act](#).

#### **E. Shared Benefits Program**

The [Shared Benefits Program](#) establishes a sick leave “pool” which provides a participating employee the opportunity to receive additional sick leave days when experiencing a catastrophic illness or injury, or when a disability claim is pending before the State Universities Retirement System and the employee has exhausted all accumulated sick leave and vacation leave. Any academic employee earning cumulative sick leave who has an accumulated sick leave balance of at least 11 days is eligible to donate to the sick leave pool. Cumulative sick leave is earned by academic employees who are appointed for at least 50 percent time to a position for which service is expected to be rendered for at least nine continuous months, with the exception of postdoctoral research associates, medical residents, graduate assistants, and annuitants in SURS or the Federal Retirement System. If an academic employee does not have a balance of 11 days of cumulative sick leave, he/she may participate in the pool if 1) he/she has a

combination of at least 11 days of vacation and sick leave accrued; or 2) if an employee has no sick leave accrued but has at least 11 days of accrued vacation. While using leave time from the shared benefits pool, employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.

Employees must donate to the pool to receive leave from the pool. Donations of leave to the shared benefits pool is completed through an online electronic application. You will be asked to answer a series of questions intended to assess your eligibility. If eligible, you will be provided access to the online [Donation of Leave Form](#).

Application to withdraw leave from the pool may be made within five days of exhausting all sick leave if only sick leave was used to participate in the pool. If a combination of sick leave and vacation or vacation only was used to participate in the pool, the employee must be within five days of exhausting all sick and vacation leave. The amount approved cannot exceed one-third of the balance in the pool or 45 working days, whichever is less. Employees may apply for leave from the pool once per academic appointment year. Employees or their designee must complete a [Request for Withdrawal Application Form](#) requesting leave from the pool with the number of leave days needed specified on the form. For academic employees a written physician's statement containing the beginning date of the condition, a description of the illness or injury, and a prognosis in justification of the request is required to complete the request. Information regarding pending SURS disability claims must be included with the request.

Applications from faculty employees for both donation and withdrawal should be sent to Faculty Affairs Human Resources (FAHR). FAHR will notify the faculty member in writing that their donation to the pool has been received and documented. In the case of a withdrawal request, FAHR will render a decision to the employee within five working days after the receipt of the application.

## **F. University [Holidays](#)**

The Board of Trustees determines the University recognized holidays and delegates authority to the President of the University to determine other such days to be designated. The President shall determine or may delegate to the campus Chancellors the authority to determine the facilities to be open for the University recognized holidays. The University recognizes the following holidays for all employees:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

In addition, each eligible employee of the University of Illinois at Chicago is entitled to four (4) campus-designated "floating" holidays based on their employing unit as described under the two groups below:

1. Group A: Eligible employees working in all other campus units except those listed in Group B below will receive (2) floating holidays and the following (2) specific campus-designated holidays:
  - Day after Thanksgiving Day

- Day after Christmas Day
2. Group B: Eligible employees working in the hospital, clinics, Office of the Vice Chancellor for Administrative Services, all departments under Facilities Management and Capital Programs, Environmental Health and Safety, Telecommunications Services, Facility and Space Planning, UIC Police Department, Campus Auxiliary Services, and Biologic Resources Laboratory will receive four (4) floating holidays that will take the place of the specific campus-designated holidays.

While observing a designated holiday, employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue. Full pay is received for the designated holidays. Employees with appointments of 50%-99% will receive a pro-rated share based on their appointment.

#### Floating Holiday Rules and Procedures

- Members of the instructional staff, from assistants to full professors, who are on an academic year service contract, may not take floating holidays on days when they are normally scheduled for direct instruction, except to observe a religious holiday. Any exception will be subject to approval from the department head.
- Floating holidays are not available to those faculty employees who are contracted for less than 50% of full-time service.
- Floating holidays should be appropriately prorated for part-time faculty employees between 50% and 99% of full-time service and for partial year service.
- All floating holidays must be taken during the appointment year in which they are earned. They cannot be carried forward from one appointment year to the next.
- If the number of floating holidays used at the time of termination exceeds the number earned for the period of employment, the employee will be required to reimburse the University for floating holidays observed but not earned.