

Faculty Affairs HR

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MILITARY LEAVE

Under the current national alert status, a faculty member may be called up for military service for any period of active duty, in accordance with State and Federal law.

A military 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, or any other position designated by the President in time of war or emergency. There are no restrictions on the length of leave granted for military duties.

The faculty member should present call up orders to his or her department executive officer and a copy of these orders forwarded to Faculty Affairs HR when the military leave is processed

Appointment Processing

Place on leave:

The department should complete a PITR to place the employee on a military leave and to adjust the monthly pay in the case where the military compensation is less than the university's compensation. The PITR should be forwarded to the home college along with a copy of the call up orders and a copy of the pay stub from the military pay (first one after leave). In addition, the PZAELOA form in Banner must be updated by the department to reflect the leave of absence.

Return from leave:

PZAELOA must be updated by the department to reflect the return from leave status. A completed PITR should be processed to return the faculty member to full pay status and sent to FAHR via the home college.

Pay Status While on Leave

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 regular hourly

rate for non-overtime scheduled hours. See also: [Compensation under Executive Order #10-9/11](#) and [Compensation under Executive Order 2003-6](#)

SURS Service Credit and Contributions while on Leave

Faculty who take a leave of absence for active military duty that interrupts their SURS-covered employment should contact SURS (1-800-ASK-SURS) regarding continued retirement contributions and service credit.

Tenure-Track Status

A tenure-track assistant professor has the option to count or not count time spent on military leave toward the probationary period. Completion of the Service Toward Completion of the Probationary Period form must be done prior to the beginning of the leave.

Benefit Coverage

While on a military leave, the faculty member continues to pay only their portion of health, dental and life insurance.

Policies and rules regarding military leaves can be found on the [NESSIE](#) website. For information regarding a specific faculty member, please contact the Office of Faculty Affairs HR.

<http://fahr.vcaa.uic.edu>

CONTACT INFORMATION

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UPCOMING.....

PITR Deadline Date

- PITRs due 04/29/08 for May calc day
- PITRs due 05/20/08 for June calc day
- PITRs due 06/24/08 for July calc day

Faculty Offer Data

04/30/08 Updates are due for submission of faculty offer data

HR Quarterly Meeting

05/06/08 2pm–4 pm
2850 UH

Sabbatical Leave of Absence

05/15/08 Reports due for sabbaticals taken Fall 2007

Offer Packets Due

06/09/08 due in FAHR for July BOT meeting

S U M M E R S E S S I O N

Beginning this year, Summer Session will expand to include a new 4-week session in addition to the current 8-week session. Because of this new session, faculty appointments will be impacted. The differences are highlighted below.

Pay Period Coverage

- 4-week session (service dates of 5/19/08 –06/13/08) will be paid during the MN6 pay period
- 8-week session (service dates of 6/16/08 –08/08/08) will be paid during the MN7-MN8 pay period.

Percent Time Effort

- 1 course in the 4 week session equals 100% time effort
- 2 courses in the 8 week session equals 100% time effort
- 1 course in the 8 week session equals 50% time effort

Faculty teaching effort is still limited to the 2/9ths compensation. Therefore, faculty who teach 1 course in the 4-week session will be limited to 1 course (.5 FTE) in the 8 week session. Any service (research) beyond the 2/9th rate would require the Exception to Limit on Summer Appointment form.

In order to provide flexibility to departments, we will again allow the use of the Summer Spreadsheet Template to submit summer appointments. A modified version will be distributed at the end of April.

F A C U L T Y H A N D B O O K

The online Faculty Handbook has been updated as of March 2008. Updates include the following revised and/or new information:

- Scope and Mission State from Interim Chancellor Gislason
- Section V
 - Summer appointments (added new 4-week session)
 - Multi Year Contract Appointments
- Section VII:
 - Educational Leave
 - Modified language pertaining to requirements regarding vacation and sick

- leave reporting
- Section VIII: New Smoking Policy based on new State law
- Section IX
 - Standard Service/Pay Dates for new summer session term
 - Counteroffers
- Section X: Same-Sex Domestic Partner benefits
- New Appendix: Life/Work-Friendly Policies and Programs

The next scheduled update is August 2008. Questions or comments regarding the handbook can be directed to FacultyHandbook@uic.edu.

S A L A R Y P L A N N E R R E V I E W

Review of your pre-Salary Planner information should be well under way. FAHR will be preparing the 'whole view' audit report for faculty by college and then by department. This report will show all positions, budgeted and non-budgeted. Departments should review all faculty appointments to assure that all appointments have been coded with the appropriate budget profile for inclusion in Salary Planner. Particular attention should be given to joint appointments to make sure all positions are assigned a consistent budget profile.

- Tenure/tenure track [Faculty who have been promoted through the tenure process should have their title adjusted through Salary Planner and updated in NBAPOSN]
- Permanent joint faculty and administrative appointments
- Clinical
- Research
- Interim/Acting high level administrative appts (e.g. interim dean, acting dept head)
- International faculty who have a valid Employee Clearance through 8/15/09.

Examples of faculty appointments that should be included in Salary Planner are:

Please direct further questions to Amira@uic.edu.

TENURE HOLD POLICY

The Tenure Hold Policy has been updated and available under the [Policies and Procedures](#) section on the Provost's website.

NBAPOSN TIP

Do not put an end date at the position level. This will stop pay for an active employee. In addition, positions must remain active in order for updates to be made correctly in the annual fiscal year roll updates. Putting end dates at the position level will stop this process and create extra steps if the position is used later.

P R E C E D I N G S U M M E R F O R N E W F A C U L T Y

New 9-month faculty hires who begin employment at the UIC with a preceding summer appointment will be benefit eligible if the summer appointment is continuous with the academic year appointment. Based on CMS requirements, a break in service from the summer to the academic year appointment will result in the summer appointment being ineligible for benefits. For instance, a faculty member is teaching the 4 week summer session and then begins the academic year appointment in August. The faculty member would not be benefit eligible until the start of the academic year appointment. This should be communicated appropriately in the offer letters to new 9-month faculty starting on 8/16 and who hold a summer appointment.