

Faculty Affairs HR

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EDUCATIONAL & PERSONAL LEAVES

It is not unusual for a faculty member to request a leave of absence without pay for one-semester or one year as long as the purpose of the leave is in the best interest of the University. It is the responsibility of the head or chair of the department to determine if such requests are justified based on departmental programs and to make arrangements for coverage of duties while a faculty member is on leave. Such leaves can be either educational or personal, approved by the department head and submitted to the dean for final review and approval. Leaves for longer than one year require written justification and prior approval by the Provost.

Educational Leave

A leave of absence without pay will be designated as being for educational reasons if the purpose of the leave is for study, research, or other pursuit, the object of which is to increase the faculty member's contributions 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 activity and will count toward the probationary period for tenure-track faculty. Sabbatical leave service credit is generally granted under an educational leave as well, but is

not automatic and must be requested at the time of the educational leave.

Personal Leave

A leave of absence without pay to accept a teaching or administrative position at another institution or in private industry will be designated as a personal leave. Recurring requests for personal leave are generally not approved and should not be approved without strong justification.

Appointment Processing

Place on leave:

The faculty member's home department should process the appropriate paperwork and forward the documentation along with a completed PITR to FAHR to place the employee on an unpaid leave or to adjust the monthly pay in the case of partial leave. In addition, the PZAELOA form in Banner must be updated by the department.

Return from leave:

PZAELOA must be updated by the department and a PITR returning the faculty member to full or partial pay must be completed and sent to FAHR.

Benefits Coverage

While on an educational leave, the faculty member continues to pay only their portion of health, dental and life insurance. A faculty member on a personal leave who wishes to continue benefit coverage must pay both the employee and employer costs.

Additional Points to Consider

- Per *University Statutes*, and as recommended and agreed upon in advance, time spent on a leave of absence without pay or on partial pay under circumstances which allow for the pursuit of academic

activities ordinarily counts toward the probationary period of a faculty member on definite tenure. Otherwise time spent which does not allow for the pursuit of academic activities would not ordinarily count toward the probationary period. In these instances, the Service Toward Completion of the Probationary Period must be completed. Additionally, time spent on a leave of absence without pay under circumstances which do not provide service to the University does not ordinarily count as service in establishing eligibility for a sabbatical leave, unless recommended and agreed upon in advance.

- For international faculty, units must check with the Office of International Services prior to the impending leave since the leave could impact their visa status and work eligibility.
- To continue to receive State Universities Retirement System (SURS) service and earnings credit for retirement purposes, the faculty member who is granted a leave of absence without pay must file an election to pay the SURS 8% employee contributions. For a leave of absence granted at 50% time or less (i.e. receiving pay that is at least 50% or more of the faculty member's employee's base salary) SURS service credit will continue. The 8% SURS contributions cannot be made on the unpaid portion of the leave.

A faculty member who plans to retire within four (4) years of a leave of absence could be impacted since their SURS contributions would be less as a result of the leave and would impact the final rate of earnings (FRE) used to determine the monthly annuity.

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

CONTACT INFORMATION

University of Illinois at Chicago

Faculty Affairs HR, m/c 095
1253 S Halsted Street, suite 303
Chicago, IL 60607-5023

Phone: 312-355-2412
Fax: 312-996-1700
E-mail: FAHR@uic.edu

UPCOMING.....

PITR Deadline Date

- PITRs due 01/29/08 for February calc day
- PITRs due 02/26/08 for March calc day
- PITRs due 03/28/08 for April calc day
- PITRs due 04/29/08 for May calc day

Promotion & Tenure

01/28/08 PITRs are due for BOT notices of non-reappointment

Faculty Offer Data

01/30/08 The initial submission of faculty offer data is due

HR Quarterly Meeting

02/05/08 10am–noon
2850 UH

Faculty Handbook Update

02/2008

Offer Packets Due in HR

02/11/08 March BOT

CONGRATS TO ONE OF OUR OWN

Kathy Jones is one of the recipients of the 2007 Merit Award. An award well deserved, Kathy!!!!



TIMELY PAYMENT FOR SERVICES RENDERED

According to the Illinois Wage Payment and Collection Act, employees who are deemed executive, administrative and professional employees, will be paid on or before 21 calendar days after the period during which they earned.

Faculty Affairs HR (FAHR) requires your assistance in order to meet this goal and suggests the following steps to expedite payment.

- Have an open dialogue with your unit HR representatives who are involved in the hiring and processing of paperwork. Make sure that they understand the importance of submitting paperwork on time, if not ahead of time. Keep in mind FAHR also requires time to process paperwork and the Payroll Office requires time in order to process the pay, especially if an adjustment is being submitted.
- If the offer is 'out of the ordinary' or if different conditions are attached to the hire, please work with FAHR *before* submitting the paperwork. The uniqueness of the case may require time to determine the appropriateness of the request based on University policy and procedures and how it may be handled in Banner.
- Confirm that all on-line and hardcopy paperwork is accurately completed. Note: we have noticed Employee Information Forms (EIFs) in NESSIE generated 2-3 weeks after the 19 has been verified. It is vital that units understand the importance of all the appropriate paperwork being completed prior to the employee's start date.

CALCULATING THE HOURLY WEIGHTED RATE:

The Hourly Weighted Rate is needed when employees are being paid out for vacation or compensable sick time. When a vacation/compensable sick leave eligible employee leaves the University, the DART Separation tool helps to calculate the Hourly Weighted Rate, except for 0% appointments that have a stipend. For employees who hold a 0% administrative appointment at the time of the separation or vacation pay out, the Hourly Weighted Rate needs to be manually calculated.

For employees paid 9 over 12, DART reverts the monthly rate to the 1/9th rate in order to calculate the true Hourly Weighted Rate. This is different from the hourly rate provided in Banner. For employees who hold a single active appointment upon separation, DART takes the 1/9th rate of the annualized salary and divides it by 173.33 (represents the maximum work hours for a monthly employee) to get the hourly rate.

For employees who hold multiple appointments, the hourly rate is determined by taking the sum of the individual 1/9th annualized rates, dividing by 173.33, and multiplying by the job FTE.

Example. Eric Black held a split appointment between 2 units, 15% at \$15,000 and 85% at \$75,000.

$$(((\$15,000/0.15)/9)/173.33)*0.15) = \$9.6156$$

$$(((\$75,000/0.85)/9)/173.33)*0.85) = \$48.0778$$

The final weighted hourly rate would be the

combination of the two calculations below resulting in \$57.6934.

And then the manual calculation...For employees who hold a 0% administrative appointment with a stipend in conjunction with a faculty appointment, the weighted hourly rate of the administrative appointment must also be included.

Example: In addition, to his percent time appointments, Eric Black had a 0% 9-month administrative appointment with a stipend of \$10,000 at the time of his separation.

To determine the weighted rate of the 0% appointment, take the 1/9th of the annualized rate and divide by 173.33.

$$((\$10,000 / 9) / 173.33) = \$6.4104$$

The final calculated weighted rate would be the original \$57.6934 plus the \$6.4104 above totaling \$64.10

Note: In some cases, faculty who converted from a 12-month to a 9-month appointment chose to "bank" their vacation and take payment at the time of separation from the university. Any "banked" vacation balance would require a manual weighted hourly rate for payout since it is based on the hourly rate of their last vacation eligible appointment.

Should you need assistance in the manual calculation for a specific faculty member, please direct your inquiry to FAHR@uic.edu.

FAHR PERSONNEL NEWS

Faculty Affairs HR welcomes:

Dawn Barnett joined the office in November. In addition to her current work on major administrative searches, Dawn will be working on various HR issues.

Linda Thompson joined the office in August. She is the primary source of contact regarding the status of issues that are pending Provost and/or Vice Provost review and approval.

We would also like to congratulate Natalie Zalewski on her promotion to Human Resource Officer.