

Faculty Affairs HR

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FACULTY AFFAIRS HR'S WEBSITE... OPEN 24 / 7

Breaking News... Faculty Affairs HR's website has officially been launched. Please take a moment and check out our new website! We will begin the process of updating and adding new procedures to our website this fall. Faculty policies will remain on the Provost website. In addition, the Faculty Handbook is on-line and available as a resource for units and faculty alike.

Please send your feedback to Amira@uic.edu



Just a few clicks away...<http://fahrvcaa.uic.edu>

<http://fahrvcaa.uic.edu>

FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act (FMLA) allows eligible faculty the ability to take up to 12 weeks of paid or unpaid leave for each consecutive 12-month period. The 12 weeks are prorated at the percentage of their appointment. To continue in pay status, faculty must use accrued sick and/or vacation leave in accordance with University leave provisions.

Such leaves will be granted to eligible faculty for:

- birth or placement of a child for adoption or foster care;
- serious health condition of the employee;
- serious health condition of a spouse, child or parent.

In addition, eligible faculty may receive compensation through [Parental Leave](#) for the birth, adoption or foster placement of a child.

Eligibility

Faculty who have been employed by the University for at least 12 months and who have performed at least 1,250 hours of service during the previous 12-month period (equivalent to a 60% appointment), are eligible for up to 12 workweeks of paid and/or unpaid family and medical leave during each consecutive 12-month period for which eligibility criteria have been met. Faculty providing 9 months of service or faculty providing 10 months of service are not eligible nor required to use FMLA during their periods of non-service.

Faculty should complete the FMLA application for all FMLA leaves, paid or unpaid. Certification issued by either the employee's or the family member's health care provider will be required to support a request for unpaid or partial pay medical leave for a serious health condition.

A faculty member's failure to provide required certification within 15 calendar days may result in delay or denial of leave. If the academic officer has acquired knowledge that the leave is being

taken for an FMLA required reason, the academic officer may designate the leave as Family and Medical leave and must notify the employee within two business days (absent extenuating circumstances). If the notice is verbal, it should be confirmed in writing as soon as possible.

100% Paid Leave

If the employee has enough accumulated vacation/sick leave time, the leave can be 100% paid. The PEAFMLA form in Banner will need to be updated by the home unit. No other action is required by the unit.

Unpaid or Partial Pay Leave

The faculty member's home department should process the appropriate paperwork and forward the documentation along with a completed Pitr to FAHR to adjust the monthly pay. The PEAFMLA form should be updated and, if the leave will become partial pay or unpaid, the Banner form, PZAELOA, must be updated by the department.

Benefits

Coverage of group health and dental insurance shall be continued by the University at the same level that coverage would have been provided if the employee had remained in full pay status. Faculty are responsible for paying the employee-paid portion of their health insurance premiums, as well as dependent coverage premiums. If required payments are not made by the faculty member during the leave period, insurance coverage may be discontinued. A faculty member may continue life insurance coverage in excess of the University's contribution by contacting the Benefits Center within thirty (30) days following the last day of paid employment to make arrangements for premium payments. To determine the effect of leave on the accumulation of service time for retirement and to assure continuation of contributions, the faculty member should contact the State Universities

CONTACT INFORMATION

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UPCOMING.....

....Continued from front

Faculty BioSketches

Offer packets for the September 2007 BOT Meeting are due on 07/30/07

PITR Deadline Date

- PITRs due 07/25/07 for August calc day
- PITRs due 08/23/07 for September calc day

Award of Merit Deadline

07/30/07

Faculty Loss Data

08/03/07 Final Submission

HR Quarterly Meeting

08/07/07 CANCELLED

Monthly Leave Report for Deans and VC Due

08/24/07

ANNOUNCEMENTS

Job Opening

FAHR has just posted an opening for a Faculty HR Specialist. We would appreciate your assistance in circulating this advertisement widely to any colleagues at UIC or other institutions. We look forward to adding another person to our team!

Website update

The [AY07-08 deadlines](#) for offer packets requiring presentation to the BOT are now posted to our website.

Retirement System (SURS) at 1-800-ASK-SURS.

Return

PEAFMLA must be updated by the department with the return information. If pay was impacted, PZAELOA and a PITR returning the faculty member to full or partial pay must be completed and sent to FAHR.

Additional Points to Consider

- Tenure-track faculty may want to consider if it is appropriate to request a tenure hold. Please refer to the February 2006 Newsletter.
- Should approval of leave beyond the 12-week Family and Medical Leave entitlement be requested, a faculty member should provide a written request to his/her academic officer. The request shall be acted upon pursuant to departmental procedures and in accordance with other University leave policies.
- In the case of an extended disability due to a serious health condition, a faculty member may qualify for disability benefits through SURS and should contact them immediately to request an Application for Disability Benefits.

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



HIRING NEW TENURE-TRACK FACULTY AFTER AUGUST 16TH

Generally, the effective date of a newly hired faculty member will occur on the first day of the academic year, August 16th. However, there are times when the hire date occurs after August 16th. As a result of the late start date, the hiring unit is responsible for making the new faculty member aware of the conditions of employment for the "initial partial year appointment."

- Assistant professors at 51% or greater enter a probationary period not to exceed an initial seven academic years of service. An appointment that begins after the eighth week of the academic year ordinarily does not count towards the probationary period of a tenure-track faculty member nor does it ordinarily count as service in establishing eligibility for a sabbatical leave with pay, unless recommended and agreed upon in advance. Should the faculty member begin after the 8th week of the academic year, the faculty member and the department head must complete and sign the Service Toward Completion of the Probationary Period form. The form should be sent with the offer packet to Faculty Affairs HR (FAHR).
- The hire of a tenure-track assistant professor (or a tenured associate or full professor) is a permanent hire. Therefore, benefit eligibility is effective on the first day of their appointment whether they begin with a second semester or summer

appointment. The requirement of a "consecutive nine months of service" does not apply on a permanent appointment. However, the requirement of at least 50% time does apply.

- If the appointment is on a 9-month service basis, an adjusted annual and monthly salary will need to be calculated to account for partial year of service. Calculation formulas for an initial partial year service were covered in FAHR's February 2007 Newsletter. Please refer to that document for assistance.

Questions regarding the set-up of initial partial year appointments can be directed to FAHR.

FAHR ON THE MOVE....

Faculty Affairs HR is moving to South Campus this fall. We expect the move to occur late in August. During the physical move, our office will experience some disruption of e-mail and phone service. However, we have made arrangements to ensure that the timely processing of fall appointments and salary planner review continues without interruption.

We appreciate your cooperation and support during this time. More detailed information will be forthcoming. If there are any emergencies during this period, please call Faculty Affairs at x3-3470 and they can reach a member of the HR staff.

