



Below are some frequently asked questions and answers regarding the University's use of gift days. If you have additional questions or require clarification, please contact HR Administration at 312.355.5230.

1. What is a gift day?

- a. A gift day is a paid day (use of benefit time is not required) that the University provides to leave benefit eligible employees to be used during the December holiday break (December 24, 2018 – January 1, 2019) or at a later time (between January 2, 2019 and June 30, 2019 for hospital and clinic employees; December 1, 2018 and June 30, 2019 for employees in all other essential service units) if the employee works in an essential services unit and is required to work during the break. Gift days are similar to floating holidays.

2. Am I in an essential services unit and if so, am I required to work during the gift days?

- a. Most essential services fall under the following units: Hospital; Clinics; Biologic Resources Laboratory; units reporting to the Vice Chancellor for Student Affairs, including Campus Auxiliary Services (CAS) Administration, CAS Facilities, Campus Housing, Counseling Center, Dean of Students, Dining Services, Dorin Forum, Student Affairs IT, Student Centers, Credit Union I Arena (formerly the UIC Pavilion), and the Office of the Vice Chancellor for Student Affairs; Academic Computing and Communications Center; Telecommunication Services; and units reporting to the Office of the Vice Chancellor for Administrative Services, including Facilities Management, Parking Services, Capital Programs, Environmental Health and Safety, Facility and Space Planning, and the UIC Police Department. Please check with your supervisor to confirm whether you are required to work during the University-designated gift days.

3. Will the additional gift days be available during the current fiscal year for those who work during the holiday break?

- a. Yes; employees in essential units who work during the University designated gift days will be allowed to take alternate days with supervisor approval between December 1, 2018 and June 30, 2019. Hospital and clinic employees are asked to schedule alternate days between January 2, 2019 and June 30, 2019.

4. Can an employee use the gift days in half-day increments?

- a. No; gift days must be taken in full-day increments (same as floating holidays).

5. Can an employee be paid for unused gift days?

- a. No; employees cannot be paid for unused days. Gift days are similar to floating holidays, not vacation days.

6. Do the gift days expire?

- a. Yes; unused gift days must be used prior to the close of the fiscal year on June 30, 2019. They do not carry over.

- 7. I already requested to use vacation time during the December holiday break. Can I now use the gift days instead?**
- a. Yes; all leave benefit eligible employees are entitled to three gift days and one gift/excused day in December. Employees do not need to use benefit time for these days.
- 8. I requested to use a gift day and it was approved by my supervisor. Now I am being asked to reschedule because of operational needs (i.e. snow storm, campus emergency, critical need, etc.). Do I have to come to work and if so, can I reschedule my gift day for a later time?**
- a. Yes; use of gift days is dependent on operational needs and supervisor approval. If you are required to report to work on a previously approved gift day, you will be entitled to use that day at a later time, pending supervisor approval and prior to June 30, 2019.
- 9. I am resigning from my position at the end of the year. Am I eligible for the gift days and could this impact my separation and/or benefits?**
- a. Yes; since the University has designated these days during the holiday break as gift days, CMS benefits coverage should continue through the date the employee would have otherwise terminated. If an employee resigns effective December 31, 2018, their termination date with CMS is January 1, 2019. They are not required to report to work for any part of the day on December 31, 2018 (gift day).
- 10. I plan to retire at the end of the year. Am I eligible for gift days?**
- a. Eligibility is the same as for individuals retiring from the University at the end of the year. Employees do not need to report to work on the gift days if retiring at the end of the calendar year. In order to prevent a lapse in benefits coverage, it is important that you retire as indicated below:
 - i. Civil Service employees – You must work at least one day during the pay period in which your retirement date falls and utilize accrued leave benefits (or holidays) as necessary for the remainder of the pay period. For Civil Service retirements, the effective date of separation for retirement will be December 29, 2018.
 - ii. Academic employees – Your separation date for retirement must fall on the 15th of the month, or within the last 10 days of the end of the month. For academic retirements, the effective date of separation for retirement will be December 31, 2018.
- 11. I am currently on leave. Am I eligible for gift days?**
- a. You may be eligible. Please contact your department HR contact for further guidance.
- 12. How should units track and report the additional gift days for those who work during that time period?**
- a. Tracking may vary depending on employment status (i.e. exempt vs. non-exempt). New earn codes were created specifically for recording the use of the gift days. These codes are specific to Non-Exempt Civil Service employees only. Exempt Academic and Exempt Civil Service employees should not report anything in Web Time entry or AVSL with respect to gift days. A complete listing of the earn codes can be found on the job aid that follows). Please check with your supervisor or your college/unit HR contact for clarification and/or instructions.