

UIC POLICIES AND PROCEDURES

NUMBER
1208

MANUAL Human Resources	SECTION Separations	PAGE 1 of 2
SUBJECT Payment of Terminal Benefits for Support Staff Employees	EFFECTIVE 04/01/1997	REVISED 09/01/ 2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

PURPOSE

To identify the criteria for the calculation and payment of accumulated compensable sick and vacation leave to support staff employees upon separation, to establish the responsibility and authority of UIC personnel in the processing and calculation of final pay, and to ensure compliance with University of Illinois Statutes and University General Rules.

SOURCES AND BACKGROUND

University of Illinois Policy and Rules
State Universities Civil Service System Statute and Rules

APPLICABILITY

Support Staff employees separating employment with the University who have unused compensable vacation and/or sick leave

POLICY

Sick Leave - Upon separation from the University, a staff member is eligible to receive pay for up to one-half of all accumulated compensable sick leave earned after January 1, 1984. The remaining compensated sick leave balance can be used for service credit in the State Universities Retirement System. Payment for unused sick leave is calculated as follows:

$$\text{Number of Hours} \\ \text{accumulated sick leave} \quad \times \quad \text{Hourly rate of pay}$$

If an employee chooses not to be compensated for the full one-half post-January 1, 1984 accumulated sick leave hours, and elects to have all or some of these accumulated sick leave hours applied toward service credit in the Retirement System, a FORM B, WAIVER AND DIRECTION form must be completed and signed by the employee and submitted with the COS form and Resignation form. Federal law now requires the University to withhold "employment taxes" on the dollar value of the waived sick leave. This means that the dollar amount of the waived sick leave will be taxed.

Vacation Leave - Employees ending employment with the University are paid accumulated unused vacation time as of the last day of employment.

Employees approaching retirement may accumulate up to the maximum vacation earnings. This allows the employee to, upon retiring, maximize their retirement annuities which are based upon years of service and average earnings during the highest four (4) consecutive years, one of which must be the

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last year. Payment for unused vacation is calculated as follows:

$$\text{Number of Hours accumulated vacation} \times \text{Hourly rate of pay}$$

PROCEDURES

RESPONSIBILITY

1. Employee
2. Department/Unit Head
3. UIC HR Service Center

ACTION

Informs employing unit in writing of the planned departure or signs the Resignation form.

Completes the PITS form, attaches the Resignation form or letter and sends it to UIC HR Service Center. Where appropriate, attaches Form B, Waiver and Direction form. Collects keys, university ID, and university equipment.

Reviews materials for accuracy, processes paperwork, and calculates payment of any terminal benefits.