

UIC HR POLICIES AND PROCEDURES

NUMBER
801-01

MANUAL Human Resources	SECTION Leaves and Absences	PAGE 1 of 2
SUBJECT Sick Leave Transfer from Other State Agency	EFFECTIVE 04/01/1997	REVISED 09/03/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To define University policy regarding the transfer of accumulated leave time from other State agencies to the University of Illinois, to identify the terms and conditions for the transfer of leave time, and to insure compliance with Public Act 87-384.

SOURCES AND BACKGROUND

Public Act 87-384
General Rules Concerning University Organization and Procedures

APPLICABILITY

All UIC employees

POLICY

Employees who transfer to the University of Illinois from another State agency and complete the transfer within 120 days receive credit for unused and uncompensated sick leave accrued at the previous place of employment, provided that the transfer is to a position eligible for sick leave accrual. The transferred sick leave is credited to the employee's non-compensable balance.

Public Act 87-384 requires that when an employee transfers from one institution or agency subject to the State Civil Service system to another such agency or institution, the employee's vacation, overtime, and sick leave balances be transferred. The leave is transferred in accordance with the rules of the receiving institution. At the University of Illinois, the transfer of compensable leave from other institutions is not accepted. Employees should thus be paid for any compensable leave that they have accrued at the institution they are leaving.

This policy allows for exceptions to be made in extraordinary circumstances. Under such circumstances, an agreement should be negotiated between the University of Illinois department that the employee is moving to and the department at the institution from which the employee is leaving. Any non-compensable accumulated sick leave can then be transferred and credited to the employee's non-compensable balance.

If an employee moves from the University of Illinois to another institution subject to State Universities

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Civil Service System (SUCSS), there will be no transfer of funds from the University to other institutions.

Summary of leave transfer policy		
TRANSFER	SICK LEAVE	VACATION
Transfer completed in 1-120 days from other institution subject to SUCSS, any State agency or employer	Transfer unpaid balance as non-compensable	No transfer accepted

PROCEDURES

RESPONSIBILITY

1. New Employee
2. UIC HR Service Center

ACTION

Requests documentation in writing of the transfer of unpaid sick leave as a non-compensable sick leave balance and provides documentation to the UIC Human Resources Department.

Reviews and approves transfer or, if not accepted, UIC Human Resources Records Officer returns the request with an explanation of why the balance transfer is not approved to the employee. UIC HR Service Center enters the transferred amount on PEALEAV.