

# UIC HR POLICIES AND PROCEDURES

NUMBER  
801-03

MANUAL Human Resources	SECTION Leaves and Absences	PAGE 1 of 2
SUBJECT Restoration of Leave Time upon Return to the University	EFFECTIVE 04/01/1997	REVISED 09/03/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

## PURPOSE

To identify the criteria for the restoration of service time for separated employees returning to University employment, to identify the terms and conditions for the repayment of a lump sum benefits payout for accrued vacation and sick leave, and to insure compliance with Illinois Statutes.

## SOURCES AND BACKGROUND

Illinois Revised Statutes (State Finance Act) Ch. 127-150a, Public Act 87-384  
General Rules Concerning University Organization and Procedure

## APPLICABILITY

Employees who separate from the University and then return to service at a later date

## POLICY

All employees who return to the University within two years of separation, excluding retirees, will have any sick leave that was uncompensated or unused to establish service credit in the State Universities Retirement System restored upon their return to service. The restored sick leave days will be added to and treated in the same manner as non-compensable days accumulated before January 1, 1984, or after December 31, 1997. This provision applies only to individuals whose earlier appointment with the University made them eligible for cumulative sick leave.

An employee who retires or resigns from University service and is paid for accrued vacation and/or sick leave is required to repay the lump sum amount received for leave if said employee returns within 30 days to employment in a position where he/she is earning leave time. This policy does not apply to involuntary separation from service. For example, if an employee's appointment is not renewed and that employee is given a benefits payment as part of the separation process, the employee is not responsible for returning the benefits payment even if the employee is re-hired within 30 days.

If the employee returns to a different unit within the University, repayment will be designated to the former unit of the employee and leave credit will be restored to the employee in the new unit.

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## PROCEDURES

### RESPONSIBILITY

1. Employee
2. Hiring Unit
3. UIC HR Service Center

### ACTION

Contacts Human Resource Service Center and requests restoration of unpaid, unused sick leave. Repays net amount of compensated time, if returning to eligible university employment within 30 days.

Works with Payroll for employee repayment, if return is within 30 days.

Restores employee time on PEALEAV.