

UIC HR POLICIES AND PROCEDURES

NUMBER
801-05

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SUBJECT Sick Leave for Academics and Graduate Assistantships	EFFECTIVE 04/01/1997	REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To communicate University policy regarding the accrual and use of sick leave for faculty and academic professional employees and to identify the process for use of sick leave and to ensure compliance with Illinois law and University General Rules.

SOURCES AND BACKGROUND

Public Act 90-65
General Rules Concerning University Policy and Procedures

APPLICABILITY

Academic employees, including faculty, academic professional employees, and graduate assistants

POLICY

Earning Sick Leave - Academic staff who are eligible for University insurance and who are participants in the State Universities Retirement System are eligible to earn 25 paid sick leave days per year. To be eligible for one of the University insurance plans an employee must have at least a 50% time appointment and be employed for nine continuous months. Of the 25 days, 12 days are accruable. If these 12 days are fully used in any appointment year, up to 13 additional days will be available for extended sick leave in that appointment year. No part of these 13 days shall be accruable.

In any year, the employee's 12 accruable sick days shall be used first. Should the 12 accruable sick days be exhausted, the 13 non-accruable sick days for that year shall be used next. Should the 12 accruable and 13 non-accruable days (or prorated share) of sick leave be exhausted, any balance of sick leave days accrued before January 1, 1984 and on or after December 31, 1997, will be used. After that amount is depleted, any balance of sick leave accumulated between January 1, 1984, and December 31, 1997, will be used.

Employees who are eligible for University insurance and who are participants the State Universities Retirement System or the Federal Retirement System are eligible for compensation at time of resignation, retirement, death, or other termination of University employment for one-half of the unused sick leave earned between January 1, 1984 and December 31, 1997.

Academic employees on a twelve-month appointment accumulate accruable sick leave at the rate of 1 day per month. Academic employees on a nine-month appointment accumulate accruable sick leave at the rate of 1.33 days per month. Academic employees on a ten-month appointment accumulate

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accruable sick leave at the rate of 1.2 days per month. For appointments at less than a full academic year, sick leave accumulation is prorated according to the following rules:

If an employee works a partial month, the accumulated sick leave for the partial month should be calculated as the number of work days for which service was provided in the pay period divided by the total number of work days in the pay period. For example, if an employee on a 12-month basis contract resigned on the 3rd work day of a 22 work day pay period, the employee would earn 0.14 days that month (1 x 3/22).

Eligible staff members working at less than 100% time, but at least 50% time, will receive the 12 and 13 sick leave days at the percentage of their appointment.

Sick leave may be used for the following purposes:

- illness of, injury to, or need to obtain medical or dental consultation for the staff member;
- illness of, injury to or need to obtain medical or dental consultation for the staff member's spouse, children, parent, or members of the household (defined as dependent residents of the staff members' household); and
- pregnancy and the care of a new baby, adopted or foster child, but not to exceed twelve (12) weeks in one year (12 month period) immediately following the birth, adoption, or placement.

Postdoctoral research associates, annuitants, graduate assistants, and those employees appointed for less than 50% time or for less than a continuous nine-month period receive 13 non-cumulative sick leave days (or prorated amount for partial year appointment) per appointment year.

Recording of Sick Leave Balances - Units are required to maintain usage in the departmental time recording system (e.g. AVSL) or Banner on PEALEAV for cumulative sick leave, only. Recording within the departmental system is to be at least monthly. Mandatory reporting/recording into Banner is twice a year, at the end of the 9-month semester period and at the end of each full academic year. Units are also required to update immediately if the employee is going on FMLA or separating. Balances appear on the earnings statement in October and November (generally), only.

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PROCEDURES

RESPONSIBILITY

1. Employee
2. Department/Unit Head

ACTION

Reports each month sick leave as it is used in the departmental time recording system..

Approves employees' sick leave in the respective departmental time recording system. Ensures an update on sick leave use on a twice-yearly basis in Banner (PEALEAV) for those earning both cumulative and non-cumulative leave. Reporting for those eligible for only non-cumulative (such as graduate assistants) is not required.