

UIC HR POLICIES AND PROCEDURES

NUMBER
801-06

MANUAL Human Resources	SECTION Leaves and Absences	PAGE 1 of 2
SUBJECT Sick Leave Granted by the Chancellor or Designee	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 granting of extended paid sick leave by the Chancellor or Assistant VP for HR.

SOURCES AND BACKGROUND

General Rules Concerning University Organization and Procedure

APPLICABILITY

All academic employees with at least three full years of service who are eligible for accumulative sick leave

POLICY

If a faculty or administrative/professional staff member has exhausted all accumulated sick leave and has completed at least three years of service, the employee may be granted non-cumulative sick leave with full pay for a period (including the annual leaves, extended leaves and accumulated leaves) not to exceed one-half of the staff member's appointment year. Disability leave with full pay is subject to approval by the Chancellor for UIC faculty, by the Vice President Human Resources for academic professional employees or by the President for staff members of University Administration offices.

PROCEDURES

RESPONSIBILITY

1. Employee
2. Department/Unit Head
3. Vice Chancellor or Dean

ACTION

Requests, in writing with a justification, paid sick leave under the extended sick leave policy.

Determines whether there is a legitimate need for additional paid sick leave for the employee and if so, seeks approval from the Dean.

Reviews the legitimacy of the request and, if favorable, seeks approval from the Chancellor through the Provost (for faculty) or from the Assistant Vice President Human Resources (for administrative/professional academics).

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4. Chancellor/Provost or designee

Approves or disapproves paid sick leave for the employee and informs Vice Chancellor or Dean of College of approval or disapproval.

5. Vice Chancellor or Dean

Informs Department Head of approval or disapproval.

6. Department/Unit Head

Informs employee of approval or disapproval.

7. Department/Unit Head

Sends approval documentation to HR Service Center for employee file.