

# UIC HR POLICIES AND PROCEDURES

NUMBER  
803

MANUAL Human Resources	SECTION Leaves and Absences	PAGE 1 of 3
SUBJECT Shared Benefit Program	EFFECTIVE 04/01/1997	REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

## PURPOSE

To establish a sick leave pool that provides an employee who may experience a catastrophic illness or injury with the opportunity to receive additional sick leave days.

## SOURCES AND BACKGROUND

Associate Vice President for Administration and Human Resources

## APPLICABILITY

All UIC Faculty, Academic Professional, and Civil Service employees who participate in SURS or the Federal Retirement System and are benefit-eligible

## POLICY

Employees may voluntarily donate cumulative sick leave time, accrued vacation time, or a combination of cumulative sick leave and vacation leave, to a shared benefit pool maintained for the campus. No transfer of funds will occur, but the contributing employee's leave balances will be reduced by the number of days contributed. An employee must have deposited at least one full day of accrued leave in the pool in order to request use from the pool. Employees who use leave from the pool are not required to pay it back. Any approved, but unused, balance of days will be returned to the pool. Employees may not designate a particular employee to receive their donated time.

The estate of a deceased employee is not entitled to payment for unused pool leave and any unused balance of pool leave returns to the pool. Employees may donate accrued leave time to the pool at any time.

- I. Donating to the Pool. The minimum amount of accrued leave time an employee may contribute is one day. There are three methods for establishing participation in the pool:
  - A. the donating employee must have accrued a minimum of 11 accrued days of sick leave in order to retain a minimum balance of 10 days for his/her personal use;
  - B. if an employee has not accrued the minimum balance of 11 days of sick leave, he/she may participate in the pool if he/she has a combination of at least 11 days of vacation and sick leave accrued; or
  - C. if an employee has no sick leave accrued, but has at least 11 days of vacation accrued.

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II. Request for Donations from the Pool. Application may be made by the employee within five days of:

- A. Having exhausted all accumulated compensable and non-compensable sick leave, if he/she participated in the pool by sick leave accrual only; or
- B. Having exhausted all accumulated compensable and non-compensable sick leave and vacation leave, if he/she participated in the pool by using a combination of vacation and sick leave or vacation only.

Must have a disability claim pending with SURS, with the exception of those Academic Professional Faculty or Civil Service employees who are not SURS eligible. The request for days from the pool must be accompanied by a physician’s statement that identifies the beginning date of the condition, a description of the illness or injury, and a prognosis for recovery. The Shared Benefits request is to be completed within NESSIE and may be only for a “block” of time and not “intermittent” leave.

The amount, if any, of pool leave granted for each catastrophic illness or injury will be determined by the Human Resources Department, but it cannot exceed one-third of the balance in the pool or a maximum of 45 working days, whichever is less. An employee may apply for leave from the pool once per appointment year.

**Appeal Process** - If an employee applies for leave from the pool and is denied benefits, the applicant may appeal the decision to a committee of three persons. An advisory committee will consist of the Director HR Shared Services, Chair of the appropriate Advisory Committee (SAC, APAC, or FAC) assigned to the campus where the person is employed, and a representative from Campus Health Services. These committees shall make recommendations to the Assistant VP HR whose decision is final. A decision will be rendered within ten (10) working days from the date of the appeal.

## PROCEDURES

### RESPONSIBILITY

**Donations to the pool:**

1. Employee
2. HR Service Center

### ACTION

- Completes the electronic donation form in NESSIE.
- Reviews employee’s balances and accepts or rejects donation in writing. Records the number of sick leave and/or vacation days contributed,

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makes necessary adjustment on PEALEAV, and sends a confirming letter to the employee and department.

## RESPONSIBILITY

### **Allocations from the pool:**

1. Employee/or designee
2. Assistant Vice President Human Resources

## ACTION

Completes and submits the electronic Request for Withdrawal Application Form via NESSIE. Provides a physician's statement, as needed, the estimated number of sick leave days needed from the pool, and information related to any pending disability claims.

Reviews documentation and renders a decision to employee within ten (10) working days after receipt of the application.

## RESPONSIBILITY

### **Appeal process:**

1. Employee
2. Committee
3. Assistant Vice President for Human Resources

## ACTION

Appeals denial decision to committee, in care of the Associate Director of AHR/Records.

Reviews appeal and makes recommendation to the Vice Chancellor for Human Resources.

Makes final decision and notifies the employee.