

UIC HR POLICIES AND PROCEDURES

NUMBER
806-01

MANUAL Human Resources	SECTION Leaves and Absences	PAGE 1 of 2
SUBJECT Special Leave of Absence for Support Staff	EFFECTIVE 04/01/1997	REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To communicate UIC policy regarding unpaid special leaves of absences for support staff employees, to identify terms and conditions of qualified special leaves of absences; and to establish responsibility and authority for the use, approval and monitoring of special leaves of absences.

SOURCES AND BACKGROUND

University of Illinois Policy and Rules for Civil Service Staff
Collective Bargaining Agreements

APPLICABILITY

Support staff employees

POLICY

Special leave without pay may be granted for the purposes of continuing the employee status of an individual who requests such leave for sufficient cause, such as, (a) to be with the employee's spouse while the spouse is on sabbatical leave, (b) exhaustion of accrued sick, vacation, and family and medical leave benefits, if the employee is unable to return to work, or (c) participation in public interest work or in furthering the employee's education.

Generally, if the Department/Unit Head agrees to the special leave for a specified duration of time the Department Head should assure that the position will remain open to the employee upon return from the leave.

Reemployment following special leaves is subject to a 30-day availability period at the end of the leave. The availability period will be used for Human Resources to coordinate reinstatement of the employee in accordance with terms of the originally granted leave. The employee shall report to duty within not more than 10 working days after a notice from Human Resources.

UIC HR POLICIES AND PROCEDURES

NUMBER
806-01

MANUAL Human Resources	SECTION Leaves and Absences	PAGE 2 of 2
SUBJECT Special Leave of Absence for Support Staff	EFFECTIVE 04/01/1997	REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PROCEDURES

RESPONSIBILITY

1. Employee
2. Supervisor/Department Head
3. Director of Labor and Employee Relations
4. Employing Unit
5. UIC HR Service Center

ACTION

Prepares a written request for a special leave of absence that lists the nature, duration, and justification for the leave and submits the request to the employee's supervisor.

Reviews the employee's performance record, the nature of the request, and the operational impact of the request. Seeks advice from Human Resources, if appropriate. Determines if a temporary replacement will be necessary and the type of replacement. Requests approval from the Director Labor and Employee Relations, and certifies that the department has approved the request for an identified length of time, and that the position will remain open for return of the employee.

Reviews the request and gathers additional information necessary for review of the case and disapproves or approves the request and returns it to the department head.

Informs employee of leave approval or disapproval and submits an HR Front End transaction to change status to Leave w/o pay (attaching approval documents)

Enters the special leave in Banner and on SURS website.