

UIC HR POLICIES AND PROCEDURES

NUMBER
806-03

MANUAL Human Resources	SECTION Leaves and Absences	PAGE 1 of 2
SUBJECT Disability Leave of Absence	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 disability leaves of absence; to define the terms and conditions under which qualified disability leaves of absence may be granted to eligible UIC employees, to identify eligibility requirements for participation in disability leaves of absence; to establish responsibility and authority of UIC personnel in the use, processing, monitoring, and approval of disability leaves of absence; and to establish responsibility and authority of UIC personnel in the use, processing, monitoring, and approval of disability leaves of absence.

SOURCES AND BACKGROUND

State Universities Civil Service Systems Statute and Rules
State Universities Retirement System

APPLICABILITY

UIC employees participating in SURS

POLICY

To qualify for a Disability Leave of Absence an employee must be unable to perform the duties of the assigned position for a period exceeding 60 calendar days and the employee must have been a participant in the State Universities Retirement System (SURS) for at least two years. Benefits are available for any disability that begins on or at the completion of two years of credit with SURS unless the disability is caused by an accident. The employee must exhaust all sick leave benefits before payment of disability benefits occurs. The employee may use vacation leave before beginning disability benefits. Nevertheless, vacation leave use must be requested by the employee and approved by the supervisor. If the disability is expected to be permanent, the employee may use vacation leave before disability benefits begin. Upon recovery from illness, pregnancy, or expiration of sick leave benefits, Retirement System benefit payments, or family and medical leave, the employee will be returned to a position in the employee's classification, if the employee is physically and mentally fit to perform such duties.

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PROCEDURES

RESPONSIBILITY

1. Employee
2. Department/Unit Head
3. Dean/Vice Chancellor
4. UIC HR Service Center
5. State Universities Retirement System

ACTION

Completes an application for disability leave of absence form and forwards it to the department. Requests use of compensable and non-compensable sick leave and requests the use of vacation leave.

Signs application, prepares HR Front End transaction (attaches forms), and determines period of pay status using sick leave and, in some cases, vacation leave. Forwards materials to Dean/Vice Chancellor's Office.

Reviews and approves disability leave and forwards documents to the HR Service Center.

Reviews documents for completeness, signs application for Human Resource Records Officer Disability Leave of Absence, and forwards it to State Universities Retirement System. Completes Employer's Report of Disability and forwards it to SURS.

Receives application for disability leave of absence, contacts personal physician for report of disability, and, if leave is approved, calculates benefits and informs employee when the first check will be received.