

Processing Leaves of Absence

UIC HR Service Center

OVERVIEW

- Family Medical Leave Act (FMLA)
- Shared Benefits
- SURS Disability
- Live demonstration processing of paid and unpaid leaves in Banner and HR Front End
- Questions

QUESTIONS TO CONSIDER

- What type of Leave of Absence (LOA) qualifies for the employee's current situation?
- What is the duration of the LOA being requested?
- What accrued benefit time does the employee currently have available?
- Will the LOA be paid or unpaid?

INITIATING A MEDICAL LEAVE

A leave of absence can be initiated in one of two ways:

- Employee initiates a leave request with Department/College
- Department/College administratively invokes FMLA if an employee has called in for more than three consecutive calendar days and there is enough information available to support an FMLA event

FMLA OVERVIEW

- Employee's are eligible to qualify for FMLA if they have worked for the University for at least 1 year and provided 1,250 hours of service during the previous twelve months.
- Leave can be taken:
 - Intermittently
 - Leave taken in separate blocks of time or any part of a single day due to a single qualifying event (must be taken in 15 minute increments)
 - Temporarily Reduced Work Schedule
 - Will reduce the usual number of working hours per work week or hours per work day
 - Block of Time
 - leave taken for a continuous period of time
 - If the employee has elected to use their accrued benefit time, he/she must be paid continuously until elected benefit time has been exhausted
 - Once requested benefit time has been exhausted the employee must be notified that he/she is being placed in a "no pay" status. (AP/Faculty)
- Department/College must provide written notification approving or denying the FMLA within five business days of receipt of the completed forms

FORMS/DOCUMENTATION (MEDICAL LEAVES)

- Once the determination is made that the LOA is for medical purposes, the following documents may be needed
 - Family and Medical Leave application:
 - Certification of Health Care Provider form (medical certification)
 - Special Leave Form (Civil Service): if employee is not eligible for FMLA
 - Shared Benefits Withdrawal form (if applicable)
 - SURS Disability application (if applicable): Available at UIC HR SERVICE CENTER

SHARED BENEFITS

Shared Benefits is defined as a pool established which will provide eligible employees who have exhausted all accumulated sick leave and, if applicable, vacation leave with the opportunity to receive additional leave days when a disability claim is pending before the State Universities Retirement System (SURS) or when experiencing a catastrophic injury or illness, depending on the type of employee.

Eligibility/Qualification

- Civil Service, Faculty, Academic Professional
- Be appointed at least 50% time to a position for which service is expected to be rendered for at least nine continuous months
- An employee must have a minimum of eleven days (sick or a combination of sick/vacation) to donate

*One time donation for the life of your employment

SHARED BENEFITS

- Does the employee belong to the Shared Benefits pool?
 - No...have employee join Shared Benefits pool (if they meet the minimum requirements) by going to NESSIE
https://nessie.uihr.uillinois.edu/cf/index.cfm?Item_id=1358&rlink=1194
 - Yes...the employee will need to complete the Shared Benefits Withdrawal form (located in NESSIE) along with the following:
 - Civil Service: SURS Disability application
 - AP/Faculty: SURS Disability application or the FMLA approval

*Shared Benefits is only available for the approved block of time and must be used continuously.

SURS DISABILITY

Who is eligible?

- You may claim disability benefits if you have been an active participant in the State University Retirement System (SURS) for at least two years
- There is no minimum service credit required to claim disability benefits if you become disabled due to an accident

When should the employee apply?

- **IMMEDIATELY** if the disability is expected to last more than 60 days. If unsure of whether the disability leave will last 60 days or longer, the employee should still complete an application.
- SURS disability will start the greater of either the 61st day if all sick benefits are exhausted or any day after once sick benefit time has been exhausted.

COMPLETING SURS DISABILITY APPLICATION

Page 1: Department/College

Page 2: Employee's immediate supervisor

Pages 3-7: Employee

Pages 8-10: Employee's treating physician

The original application should be completed in its entirety and submitted to the UIC HR Service Center for review and forwarding to SURS

SURS DISABILITY APPLICATION PAGE 1

State Universities Retirement System APPLICATION FOR DISABILITY 1
The Prudential Insurance Company of America (if applicable)

EMPLOYER SECTION - PART 1 (Please print in BLACK INK)

1. Name of Employer: University of Illinois at Chicago

2. Name of Employee: Sallie Mae Fuller

3. Social Security Number _____ 4. Date Disability Occurred ____/____/____ 5. Last Day worked ____/____/____

6. Last day paid: ____/____/____ Actual Estimated

7. Dates of last payroll period: ____/____/____ to ____/____/____ Actual Estimated

8. Basic monthly rate of earnings (as of the last day worked) \$ _____

Effective date of basic monthly rate of earnings ____/____/____

Monthly basis 9 Months 12 Months Other _____

Percent time of position: _____% Academic Staff Support Police/Fire

9. Is claimant enrolled in the Prudential LTD plan? Yes No

If yes, what was his/her hire date: ____/____/____ Policy # 92630

Completed by UIC HR Service Center

PLACING AN EMPLOYEE ON A 100% PAID FMLA

- The department/college should update the PEAFMLA form in Banner
- The department/college should also submit the FMLA approval letter through HR Front End as an Administrative (ADM) transaction

The screenshot displays the HRFE interface for an employee record. The browser title is "HRFE: ERV [Full View:No Transaction:ReadOnly] (urbhrfe6 - 12/10/13 16:06) - Windows Internet Explorer". The page title is "Employee Record View". The employee information shown is "Fuller, Sallie Mae" with ID "659048154" and position "2-407007-HR Share Services ECLS: CC". The "TRANSACTIONS" dropdown menu is open, listing various actions such as "Transaction History", "Initiate New Hire", and "Administrative". The "Administrative" option is circled in red. The page also shows tabs for "GENERAL INFO", "BIO / DEMO", "MEMOS", and "ATTACHMENTS", and a "DATE" field set to "11/24/2013".

PLACING AN EMPLOYEE ON A PARTIAL OR 100% UNPAID MEDICAL LEAVE

	PEAFMLA	PZAELOA	Front End
Paid leave	X		
Unpaid or partial leave (FMLA related)	X	X	X
Unpaid or partial leave (Non-FMLA related)		X	X

PEAFMLA

Employee FMLA Information PEAFMLA 8.7 [UI_SGHE066_PAY80700] (BANUSER) (2UIC)

ID: 659048154 Sallie Mae Fuller Leave Period Indicator: Qualifying Event Hours Query Date: 10-DEC-2013
 Employee Class: CC CS 75Hr/pay ExA Ben Elig 12 Month Hours: 0.00

Leave Event Record Leave Usage Comments History

Leave Balance Allowed

FMLA Units Indicator: Hours Care for Military Member Authorized Spouse Employed
 Current Maximum FMLA Units Allowed: 450 Spouse ID:

Leave Event Record

Comments Exist

Leave Requested Date: 24-NOV-2013
 Leave Effective Begin Date: 24-NOV-2013
 Leave Effective End Date: 15-JAN-2014
 Eligibility Notification Date: 24-NOV-2013

Status Date: 24-NOV-2013
 Status: AP Approved
 Reason: PE Personal Serious Health Condition

Duration: Full Time Intermittent Combined

Duration Notes:

Approval ID:

Approval Date:

Unpaid Status Date:

Percent of Leave: 100

Comments:

Eligible for Benefit Continuation

Medical Certification Received

Received Date:

Military Member Name:

Relationship:

Type of Care:

Military Service Documentation Received

Military Documentation Date:

Scheduled Back to Work

Status: Full Time Part Time

Scheduled Date: 24-JAN-2014

Actual Back to Work

Status: Full Time Part Time

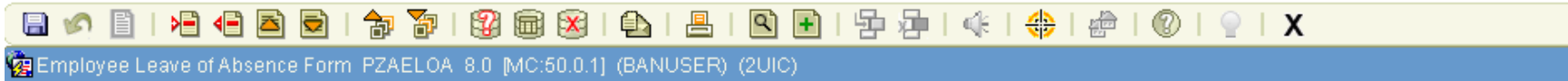
Actual Date:

Activity Date: 10-DEC-2013

User ID: SHELISSA

*PEAFMLA form should be completed for all paid/unpaid or partial Family Medical Leaves

PZAELOA



ID:
 Last Paid:

Position: Suffix: TS Organization: TS Chart of Accounts: Query Date:

Leave Information

This Action Date:

Leave Type: Leave FMLA Employee

Leave Requested From:

To:

Approved Leave Begin:

Approved Leave End:

Expected Return Date:

Last Day of Work:

Last Day in Pay Status:

Actual Return Date:

Comments section should be updated for all leaves

Comments

Commitment Fulfillment

Fulfillment Due Date:

Fulfillment Date:

Percent of Leave:

Regular FTE:

User:

Activity Date:

Update only when employee returns

*For AP/Faculty Partial Leaves, the "Percent of Leave" field should be adjusted to reflect the percentage of the leave. (i.e. for a 100% employee working 30%, the "Percent of Leave" field should be 70%)

*If PZAELOA has previously been completed for an unpaid FMLA and the employee later applies for SURS Disability, a new record will need to be added for the Disability leave.

Update changes here

PEALEAV

Employee Leave Balances PEALEAV 8.8 [MC:58.0] (BANUSER) (2UIC)

ID: 659048154 Sallie Mae Fuller

Position	Title	Begin Date	End Date	COA	Organization	Description
> CB8290 00	HR OFFIC (LC)	24-NOV-2013		2	407007	HR Share Services

Leave Code	Date Available	Day or Hour	Begin Balance	Accrued	Taken	Current Available	Banked	Maximum Amount
SICK Sick	24-NOV-2013	H	124.00	0.00	45.00	79.00	0.00	9,999.99
		D	16.53	0.00	6.00	10.53	0.00	1,333.33
Change Reason: Updating sick leave balance through 11/24/13								
Leave Code	Date Available	Day or Hour	Begin Balance	Accrued	Taken	Current Available	Banked	Maximum Amount
VACA Vacation	24-NOV-2013	H	254.00	0.00	12.00	242.00	0.00	375.00
		D	33.87	0.00	1.60	32.27	0.00	60.00
Change Reason: Updating sick leave balance through 11/24/13								

*For AP/Faculty employees, comments and usage should be updated to reflect the most up to date balances

PLACING AN EMPLOYEE ON 100% UNPAID LEAVE HR FRONT END

- Employee Job Record Change
 1. Enter the View Date
 - a. For civil service and 12-month employees, this will be the same as the actual service date
 - b. For retro leaves for civil service and 12 month employees, the view date must reflect the start of the current pay period, and the personnel date should reflect the “actual” start date of the leave.
 - c. For 9-month and 10-month employees, the return date would need to be calculated to determine the actual service vs pay date
 2. Under transactions, select Employee Job Record Change
 3. Expand ‘Job Detail’ accordion and select ‘Job Change Reason’ field
 - a. LV001, Leave of Absence
 4. Add job comments/save
 5. Upload necessary supporting documents
 - a. LOA approval letter
 - b. Correspondence to/from employee regarding “no pay” status (AP/Faculty)
 6. Save/Route transaction
 7. **UIC HR Service Center** will modify the status from Active to Leave without Pay at the apply stop

***For AP/Faculty unpaid leaves do not zero out salary and job FTE fields.**

PLACING AN EMPLOYEE ON UNPAID LEAVE HR FRONT END

- Employee Data Change (**Civil Service only**)
 1. Select “Add Change” under Proposed Changes
 2. Under transactions, select Employee Data
 3. Expand ‘Employee General Information’ accordion (this sections updates the PEAEMPL form in Banner)
 4. Under Reason in the Leave of Absence section, select appropriate Reason Code for leave
 5. Enter the begin date of the leave (day after last day using benefits)
 6. Save/Route transaction

***This section is completed for the reporting of leave types on seniority reports.**

PLACING AN EMPLOYEE ON A PARTIAL LEAVE HR FRONT END

Employee Job Record Change (AP/Faculty Only)

1. Enter the View Date
 - a. For AP/Faculty 12 month employees, this will be the same as the actual service date
 - b. For retro leaves for 12 month employees, the view date must reflect the start of the current pay period, and the personnel date should reflect the “actual” start date of the leave.
 - c. For 9-month and 10-month employees, the return date would need to be calculated to determine the actual service vs pay date
2. Under transactions, select Employee Job Record Change
3. Expand ‘Job Detail’ accordion
4. Select Leave of Absence (LV001) from the job change reason field
5. Add job comments/save (indicate the percent of time employee will be returning)
6. Upload necessary supporting documents
 - a. LOA approval letter
7. Save/Route transaction
8. **UIC HR Service Center** will modify the following fields
 - a. Modify Appointment Percentage
 - b. Modify Default Earnings

***For AP/Faculty unpaid leaves do not zero out salary and job FTE fields.**

RETURNING AN EMPLOYEE FROM A PARTIAL OR 100% UNPAID MEDICAL LEAVE

	PEAFMLA	PZAELOA	Front End
Paid leave	X		
Unpaid or partial leave (FMLA related)	X	X	X
Unpaid or partial leave (Non-FMLA related)		X	X

EMPLOYEE WAS ON A 100% LEAVE AND RETURNING PARTIALLY

- Employee Job Record Change (AP/Faculty Only)
 1. Enter the View Date
 - a. For 12-month employees, this will be the same as the actual service date
 - b. For retro leaves for 12 month employees, the view date must reflect the start of the current pay period, and the personnel date should reflect the “actual” start date of the leave.
 - c. For 9-month and 10-month employees, the return date would need to be calculated to determine the actual service vs pay date
 2. Under transactions, select Employee Job Record Change
 3. Expand ‘Job Detail’ accordion
 4. Select Partial Return from Leave (LV003) from the job change reason field
 5. Add job comments/save (indicate the percent of time employee will be returning)
 6. Save/Route transaction
 7. **UIC HR Service Center** will modify the status from **Leave without Pay** to **Active** at the apply stop
 8. **UIC HR Service Center** will modify the Appointment Percentage and Default Earnings fields.

EMPLOYEE WAS ON A 100% LEAVE AND RETURNING PARTIALLY

- Employee Job Record Change (**Civil Service Only**)
 1. Enter the View Date
 - a. For civil service employees, this will be the same as the actual service date
 - b. For retro leaves for civil service and 12 month employees, the view date must reflect the start of the current pay period, and the personnel date should reflect the “actual” start date of the leave
 2. Under transactions, select Employee Job Record Change
 3. Expand ‘Job Detail’ accordion
 4. Select Partial Return from Leave (LV003) from the job change reason field
 5. Modify the Job FTE will need to reflect the appropriate leave percentage
 6. Add job comments/save (indicate the percent of time employee will be returning)
 7. Save/Route transaction
 8. **UIC HR Service Center** will modify the status from Leave without Pay to Active at the apply stop
 9. **UIC HR Service Center** will modify the Default Earnings and/or Work Schedule as needed

EMPLOYEE WAS ON A 100% LEAVE AND RETURNING PARTIALLY

- Employee Data Change (Civil Service Only)
 1. Select “Add Change” under Proposed Changes
 2. Under transactions, select Employee Data
 3. Expand ‘Employee General Information’ accordion
 4. Under Reason in the Leave of Absence section, select Reason Code PS (Leave SURS Disab/Working P-T)
 5. Save/Route transaction

RETURNING AN EMPLOYEE FROM PARTIAL OR A 100% UNPAID LEAVE HR FRONT END

- Employee Job Record Change
 1. Enter the View Date
 - a. For civil service and 12-month employees, this will be the same as the actual service date
 - b. For retro leaves, the view date must reflect the start of the current pay period, and the personnel date should reflect the “actual” start date of the leave.
 - c. For 9-month and 10-month employees, the return date would need to be calculated to determine the actual service vs pay date
 2. Under transactions, select Employee Job Record Change
 3. Expand ‘Job Detail’ accordion
 4. Select Return from Leave (LV002) from the Job Change Reason field
 5. Add job comments/save
 6. Save/Route transaction
 7. **UIC HR Service Center** will make sure job status is marked **Active** at the apply stop
 8. For AP/Faculty partial leaves
 - **UIC HR Service Center** will modify Appointment Percentage
 - **UIC HR Service Center** will modify Default Earnings

RETURNING AN EMPLOYEE FROM UNPAID LEAVE HR FRONT END

- Employee Data Change (**Civil Service Only**)
 1. Select “Add Change” under Proposed Changes
 2. Under transactions, select Employee Data
 3. Expand ‘Employee General Information’ accordion
 4. Enter the end date of the leave (the end date should equal one day prior to their actual return to work date)
 5. Save/Route transaction

LIVE DEMONSTRATION

- Sallie Mae is having surgery and will be out for an extended period of time. She has been approved for FMLA.
- She has exhausted all benefit time and will now need to be placed on an unpaid leave.

FINAL TIPS

- The employee must request to use accrued benefit time when he/she is off of work. The department may NOT make a selection (i.e. sick, vacation, floating holidays) unless the employee has provided documented information to do so.
- Maintain clear and efficient communication with the employee, HR
- Do not zero out Salary and Job FTE fields when submitting leave transactions.
- When the employee is in a **no pay status – DO NOT PAY any benefit time or holiday pay (Civil Service)**. If there is a question about pay, please contact the UIC HR Service Center.
- If the duration of leave will exceed 60 days, the employee should apply for SURS disability **immediately**.

CONTACT INFORMATION

- **UIC HR Service Center**

715 S. Wood Street, 4th Floor, M/C 900

Chicago, IL 60612

- 312-413-3490
- 312-355-5412 (Faculty Processing)

<http://www.hr.uic.edu/>

- AP/Faculty Inquires

- uichrservicecenter@uillinois.edu

- Civil Service Inquiries

- uichrscivilservice@uillinois.edu

*Hospital Leaves are processed centrally:

OTHER RESOURCES

- **NESSIE Leave:** <https://nessie.uihr.uillinois.edu/cf/leave/index.cfm>
- **UIC Human Resources Time Off & Leaves**
http://www.hr.uic.edu/time_off/
- **Leave Forms and Resources:** http://www.hr.uic.edu/time_off/forms_and_resources/
- **Faculty Policies, Procedures and Guidelines Section FPP 200: Leaves**
http://www.uic.edu/depts/oa/policies_proced.html
- **Department of Labor FMLA website:** <http://www.dol.gov/whd/fmla/>

- **University Benefits Email:** benefits@uillinois.edu
- **University Payroll Customer Service:** paying@uillinois.edu
- **UIC Human Resource Helpdesk Email:** uicrhhelpdesk@uillinois.edu
- **Hospital Leaves:** Arwa Naji – arwa@uic.edu
- **Labor and Employee Relations** – FMLA Policy and eligibility
Email: Lisa Caridine – licaridin@uillinois.edu or Elise Williams – welise@uillinois.edu