

UIC Leave Of Absence - Responsibilities Matrix

	Employee	Home Unit	Central HR
≈ Initiate request to immediate supervisor. ≈ Completes required paperwork. ≈ Provides all needed/required documentation. <ul style="list-style-type: none"> ○ Applications ○ Medical Certification ○ Police/Court Documentation ○ Collaborating Evidence ≈ If required, makes insurance premium payment to CMS directly. ≈ Remain in communication with Home Unit.	✓		
≈ Process paperwork with approval or denial letter. ≈ Provide necessary copies to HR Departments. ≈ Process Banner forms and Front End transaction. ≈ Remain in communication with employee during leave. ≈ Update Banner forms ≈ Initiate Front End transaction for Start of Leave and upon return from leave. ≈ Maintain leave time taken for Academic Professional during May/August reporting. ≈ Maintain secure confidential leave file – separate from Employee record.		✓	
≈ Maintain official employee files. Only need Approval/Denial letters. ≈ UIC Benefits Center (Email: benefits-uic@uillinois.edu or Call 1-866-669-4772) they advise employees of benefits coverage during leave. <ul style="list-style-type: none"> ○ Health & Dental coverage ○ Insurance payments ≈ Applies HR Front End transactions. ≈ Review Banner forms when necessary ≈ Central HR interacts with outside agencies. ≈ Work with Home Unit to restore employee to equivalent position upon return from leave.			✓

Checklist of UIC Banner forms for Leave processing

	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