

LeaveType:	Blood/Blood Platelet Donor
Eligibility:	Permanent full- or part-time faculty, civil service, or academic professional employees who are employed for six months or more may be eligible to request this leave.
Length of Leave:	Up to 1 hour or more of paid leave may be granted every 56 days to donate blood. Up to 2 hours or more of paid leave may be granted to donate blood platelets in accordance with recognized standards, not to exceed 24 times in a 12 month period.
Benefits Continuation:	While on blood or blood platelet donor leave, employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	Employees are NOT required to use accumulated sick or vacation leave time before requesting Blood or Blood Platelet Donor Leave. See Length of Leave above.
Policies:	Blood or blood platelet donor leave is provided for under State of Illinois Compiled Statutes 5 ILCS 327 - Organ Donor Leave Act. https://nessie.uhr.uillinois.edu/cf/leave/index.cfm?Item_id=3295

LeaveType:	Disability
Eligibility:	<p>Civil Service employees in a trainee, learner, apprentice or status appointment are eligible. In accordance with Civil Service Rule 250.110(b)(3), an employee who is no longer able to perform the duties and responsibilities of the position in the class due to a disability will be required to take disability leave.</p> <p>Civil Service and Academic employees must also be unable to perform the duties of the assigned position for a period exceeding 60 calendar days and must have been a participant in the State Universities Retirement System for at least two years to be eligible. No minimum service credit is required if the disability results from an accident.</p>
Length of Leave:	Varies depending on employee years of service, SURS contributions, and medical condition.
Benefits Continuation:	<p>Employees on an approved non-occupational disability leave not receiving disability benefits from SURS are eligible for the State-paid contribution benefits for 24 months and may continue University benefits.</p> <p>Employees on an approved non-occupational disability leave receiving disability benefits from SURS may continue State-paid contribution benefits indefinitely, as long as the employee is receiving disability benefits from SURS. Employees may also continue University benefits.</p> <p>Employees receiving occupational disability through workers' compensation may continue State-paid contribution and University benefits indefinitely.</p>
Compensation:	<p>Employee receives 50 percent of basic compensation through SURS as of the date disability occurs, or 50 percent of average earnings during the 24 months immediately preceding disability, whichever is greater.</p> <p>For Academic employees, basic compensation means the normal contract salary, it does not include earnings for summer session teaching or overtime.</p> <p>Disability benefits will be reduced by workers' compensation or occupational disease payments for an on-the-job accident or an occupational illness.</p>
Policies:	https://nessie.uhr.uillinois.edu/cf/leave/index.cfm?Item_id=1279

LeaveType:	Disaster Service Volunteer
Eligibility:	Employees who are certified disaster service volunteers of the American Red Cross or assigned to the Illinois Emergency Management Agency (IEMA), and whose services are requested by the American Red Cross or IEMA in response to a level III or above disaster.
Length of Leave:	Eligible employees may be granted up to 20 work days paid leave in any 12 month period to participate in disaster relief for a level III or above disaster at the request of the Red Cross or IEMA. Leave time is for 20 days; holidays do not extend the allowable leave maximum.
Benefits Continuation:	While on Disaster Service Volunteer Leave, employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	Compensation is at the regular rate of pay for regular hours during which the employee is absent. Leave is granted without loss of seniority, pay, vacation time, compensatory time, personal days, sick time, or earned overtime accumulation.
Policies:	https://nessie.uhr.uillinois.edu/cf/leave/index.cfm?Item_id=3296

LeaveType:	Funeral/Bereavement
Eligibility:	Civil Service employees in a trainee, apprentice, provisional, or status appointment and all academic staff members.
Length of Leave:	<p>Employees are granted three days of paid leave for immediate family members, which includes:</p> <p>Father; mother; sister; brother; spouse; children; grandparent; Grandchild; biological, adopted, foster, legal wards, step or in loco parentis relationships; in-laws (grandmother-, grandfather-, mother-, father-, brother-, sister-, son-, and daughter-in-law); members of the employee's household.</p> <p>Employees are granted one day of paid leave for a relative other than the above who is not a member of the employee's household - aunt, uncle, niece, nephew, or cousin of the employee. (Such relatives are regarded as members of the immediate family only if in residence in the employee's household.)</p>
Benefits Continuation:	Employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	<p>Paid funeral leave may be used only on days an employee is scheduled to work.</p> <p>Civil Service employees receive 1/5 of the full-time weekly work schedule of the employee classification times the employee's percent time of appointment. These hours multiplied by the regular straight-time hourly rate (or benefit hourly rate) equals the amount of funeral leave to be paid.</p> <p>Academic staff members receive their regular salary while on paid funeral leave.</p>
Policies:	https://nessie.uhr.uillinois.edu/cf/leave/index.cfm?Item_id=1301&rlink=1194

LeaveType:	Holidays
Eligibility:	<p>Civil Service employees in a trainee, apprentice, provisional, learner, or status appointment and all academic staff members are eligible for holiday benefits.</p> <p>Civil Service employees must have worked as scheduled on their last scheduled workday before and the first scheduled workday after the University-observed holiday, or be on an approved paid leave.</p>
Length of Leave:	<p>The University recognizes 11 holidays for all employees, including:</p> <ul style="list-style-type: none"> - New Year's Day - Martin Luther King Day (President delegated) - Memorial Day - Independence Day - Labor Day - Thanksgiving Day - Christmas Day <p>The President has delegated to each Chancellor the authority to designate the remaining four holidays to be observed on each campus.</p>
Benefits Continuation:	While observing a designated holiday, employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	<p>- Civil Service and Academic Employees - Full pay is received for the designated holidays. Employees with less than 100 percent appointment will receive a pro-rated share based on their appointment.</p> <p>- Prevailing Rate Employees - Prevailing rate employees are compensated in accordance with provisions of the appropriate multi-employer area agreement for any of the six University-wide holidays, which may be specified in such multi-employer agreement. Prevailing rate employees will be paid as other eligible University employees for the five days designated holidays. They will receive no holiday compensation for any of the six University-wide holidays unless such University-wide holiday is specified as a paid holiday in the appropriate multi-employer area agreement. Such employees shall be extended the option of charging any unpaid holiday to earned vacation and personal leave.</p>
Policies:	https://nessie.uhr.uillinois.edu/cf/leave/index.cfm?Item_id=1309

LeaveType:	Jury Duty
Eligibility:	Civil Service employees in a trainee, apprentice, provisional, or status appointment and all academic staff members are eligible for jury duty leave.
Length of Leave:	There are no restrictions on the length of leave granted for jury duty.
Benefits Continuation:	Employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	Civil Service employees are granted jury duty leave with pay at the employee's regular rate for non-overtime scheduled hours for the duration of jury duty. Academic employees are granted jury duty leave with pay for the duration of the jury duty. All employees may retain funds paid to them in compensation for such duty.
Policies:	https://nessie.uhr.uillinois.edu/cf/leave/index.cfm?Item_id=1317

LeaveType:	Military
Eligibility:	Civil Service employees in status, trainee, learner, or apprentice appointments and all academic employees who are members of any reserve component of the United States Armed Forces or of any other reserve component of the Illinois State Militia for any period actively spent in military service, in accordance with State and Federal law, are eligible for military leave.
Length of Leave:	There are no restrictions on the length of leave granted for military leave.
Benefits Continuation:	Benefits shall be continued by the University as mandated by State and Federal legislation. Employees should contact the campus benefits office for complete information about continuation of insurance coverage and any premium payments.
Compensation:	Compensation provisions vary based on the reason for leave. - Annual, Special, Advanced, and Basic Training - Compensation is in accordance with the Illinois Military Leave of Absence Act. If the leave is with pay, compensation is at the employee's regular hourly rate for non-overtime scheduled hours. - Annual Training - Employee receives regular compensation as a University employee. - Special or Advanced Training - For leaves up to 60 days during a University appointment year, if the employee's compensation for military activities is less than their University compensation, the employee shall receive regular University compensation minus the amount of base pay for military activities for normally scheduled work days. The 60 days do not have to be consecutive. - Basic Training - If the employee's compensation for military activities is less than their University compensation, the employee shall receive regular University compensation minus the amount of base pay for military activities. - Call-Up for Active Duty - Employees shall receive leave with pay for normally scheduled work days for up to 30 calendar days. If call-up is extended beyond 30 calendar days, the employee will be granted leave without pay for such additional days or will be granted leave and compensated as mandated by Federal or State of Illinois legislation. Compensation will be at the employee's regularly hourly rate for non-overtime scheduled hours.
Policies:	https://nessie.uhr.uillinois.edu/cf/leave/index.cfm?Item_id=1334

LeaveType:	Organ/Bone Marrow Donor
Eligibility:	Permanent full- or part-time faculty, civil service, or academic professional employees who are employed for six months or more may be eligible to request this leave.
Length of Leave:	Up to 30 days paid leave may be granted once in a 12-month period for the donation of an organ or blood marrow. Leave time is for 30 days; holidays do not extend the allowable leave maximum.
Benefits Continuation:	While on organ or bone marrow donor leave, employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	Employee are NOT required to use accumulated sick or vacation leave time before requesting Organ Donor Leave. See Lenth of Leave above.
Policies:	https://nessie.uhr.uillinois.edu/cf/leave/index.cfm?Item_id=3294

LeaveType:	Parental
Eligibility:	<p>Have completed six months of continuous employment and are in the following employee groups are eligible for parental leave.</p> <p>Both Academic staff members, and Civil Service employees in a trainee, apprentice, learner, or status appointment or in a provisional appointment intended to be permanent.</p>
Length of Leave:	<p>Eligible employees are granted up to two weeks of leave with pay for parental leave. Parental leave is limited to one leave per twelve-month academic appointment year. For eligible employees, parental leave taken will count toward the 12-week FMLA entitlement.</p> <p>Parental leave following the birth of a child must be taken in full immediately after the birth or immediately following the child's release from a health care facility to the home. Parental leave for an adopted child may be taken in full either at the time of initial placement or at the time of legal adoption.</p> <p>Leave cannot be taken on an intermittent schedule, or on a reduced leave schedule for a period lasting longer than two weeks.</p>
Benefits Continuation:	Employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	Eligible employees receive their regular rate of pay while on parental leave. Employees who resign employment before or at the expiration of the parental leave normally shall be required to reimburse the University for the cost of wages paid during the leave.
Policies:	https://nessie.uhr.uillinois.edu/cf/leave/index.cfm?Item_id=1343&rlink=1194

LeaveType:	Shared Benefits
Eligibility:	Civil Service, Faculty, and Academic Professional employees are eligible to participate in the Shared Benefits Program if they meet the requirements under Length of Leave below.
Length of Leave:	<p>Requests for withdrawal of shared benefits are subject to the following requirements.</p> <ul style="list-style-type: none"> - Employee must have a disability claim pending with SURS.* - Application to withdraw leave from the pool may be made within five days of exhausting all sick leave if only sick leave was used to participate in the pool. If a combination of sick leave and vacation or vacation only was used to participate in the pool, the employee must be within five days of exhausting all sick and vacation leave. - The amount approved cannot exceed one-third of the balance in the pool or 45 working days, whichever is less. - Employees may apply for leave from the pool once per academic appointment year. - Employees or their designee must complete a Shared Benefits form requesting leave from the pool. - The number of leave days needed must be specified. - For Academic Staff a written physician's statement containing the beginning date of the condition, a description of the illness or injury, and a prognosis in justification of the request is required. Information regarding the pending SURS disability claim, if applicable, must also be included with the request. <p>* Note: Academic staff who do not have a disability claim pending before SURS may also apply if experiencing a catastrophic injury or illness. Catastrophic injury or illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee which forces the employee to exhaust all leave time earned and to lose compensation. The catastrophic illness or injury must require the service of a physician. This applies only to Academic staff.</p>
Benefits Continuation:	While using leave time from the shared benefits pool, employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	Hours received from the shared benefits pool are paid at the regular hourly rate at the time of usage.
Policies:	https://nessie.uhr.uillinois.edu/cf/leave/index.cfm?Item_id=1358&rlink=1194

LeaveType:	Sick
Eligibility:	<p>Civil Service employees in a trainee, apprentice, learner, provisional, and status appointments are eligible.</p> <p>Academic employees who are eligible to participate in the State Universities Retirement System or the Federal Retirement System, have a 50 percent appointment, and who are appointed for at least nine months are eligible.</p>
Length of Leave:	<p>Civil Service employees accrue sick leave without limit at the rate of .0462 hours for each hour, exclusive of overtime, that the employee is in pay status (approximately 12 days per year for full-time status).</p> <p>Academic employees earn 12 cumulative and 13 non-cumulative sick leave days per appointment year. Part-time appointments receive a prorated share. In the case of an appointment for less than a full appointment year, the 12 days cumulative and the 13 days noncumulative leave shall be prorated.</p>
Benefits Continuation:	Employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	Paid at the regular hourly rate at the time of usage. Upon exhaustion of sick leave, employees who are enrolled in the Shared Benefits Program may be eligible for additional sick leave benefits.
Policies:	https://nessie.uhr.uillinois.edu/cf/leave/index.cfm?Item_id=1366&rlink=1194

LeaveType:	Vacation
Eligibility:	<p>Civil Service employees in a trainee, apprentice, learner, provisional, and status appointment are eligible.</p> <p>Academic employees must have a 12-month appointment to be eligible for vacation. Those appointed for an academic year (9 months) or 10 months paid over 12 months are not eligible for vacation leave.</p>
Length of Leave:	<p>Civil Service employees may earn up to 28 days of vacation leave per year, depending on length of service. Civil Service Accrual Tables may be found at the Nessie page (see Policies). Employees may accumulate an amount of leave equal to that earned in two service years at the employee's current earnings rate, but upon reaching this accumulation will cease to earn leave except when the accumulation is reduced. Vacation accruals in a pay period are added to an employee's balance first and then hours used are deducted from that balance.</p> <p>Academic employees receive 24 workdays per year at the percentage of their appointment. New employees starting after the beginning of the academic year receive a prorated share. A maximum accumulation of 48 days may be carried over from one appointment year to the next.</p>
Benefits Continuation:	Employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	Paid at the regular hourly rate at the time of usage.
Policies:	https://nessie.uhr.uillinois.edu/cf/leave/index.cfm?Item_id=1403&rlink=1194

LeaveType:	Election Judge Leave
Eligibility:	Any person who is appointed as an election judge under Section 13-1 or 13-2 of the Illinois Election Code may be eligible to request this leave.
Length of Leave:	The length of leave that is granted is dependent on the election judge appointment. Academic employees will only be required to report election judge leave when the length of the absence is equal to a half day or more of work. Employees in this situation should contact their department for reporting procedures.
Benefits Continuation:	Employees continue to receive the same State and University benefits as when actively working. All State paid contributions continue.
Compensation:	Non-exempt Civil Service employees must use accrued paid leave benefits (i.e. vacation) to continue in pay status. For exempt Civil Service or Academic employees, see Length of Leave above.
Policies:	https://nessie.uhr.uillinois.edu/cf/leave/index.cfm?Item_id=3974

LeaveType:	Family and Medical Leave
Eligibility:	Employees with 12 months of service who have performed at least 1250 hours of service during the previous 12-month period prior to the Family and Medical Leave (FML) event, are eligible for 12 weeks of FML in a 12-month period when experiencing one of the following events. <ol style="list-style-type: none"> 1. Birth or placement of a child for adoption or foster care 2. Serious health condition of an employee 3. To care for a spouse, child or parent with a serious health condition.
Length of Leave:	Employees are entitled up to 12 workweeks of paid and/or unpaid family and medical leave during each consecutive twelve-month period for which eligibility criteria have been met. The initial 12-month period is measured forward from the date the employee first takes FMLA leave. The next 12-month period begins the first time FMLA leave is taken after completion of any previous 12-month period.
Benefits Continuation:	State benefits continue at the same level of coverage while employees are on an eligible family and medical leave (FML) had the employees remained in continuous employment. University employees may continue insurance coverage in excess of the University's contribution by contacting the Benefit's Center within thirty (30) days following the last day of paid employment to make arrangements for premium payments.
Compensation:	Employees have the option to take family and medical leave with or without pay. To continue in pay status, employees must use accrued sick or vacation leave in accordance with University leave provisions. Eligible employees may receive compensation through Parental Leave for the birth, adoption or foster placement of a child. Accrued leave used will be counted toward the 12-week FMLA entitlement. Any portion of the 12-week period for which accrued leave is not charged shall be without pay.
Policies:	https://nessie.uhr.uillinois.edu/cf/leave/index.cfm?Item_id=1288&rlink=1194

LeaveType:	Family Military Leave
Eligibility:	An employee who is a spouse or parent of a person called to military service lasting longer than 30 days may be granted up to 30 days unpaid leave during the time federal or state deployment orders are in effect for the employee's spouse or child. To be eligible, employees must have been employed for at least 12 months and worked 1,250 hours in the preceding 12 months. Employees must exhaust all accrued vacation, personal, compensatory, and any other leave, EXCEPT for sick and disability leave prior to requesting Family Military Leave.
Length of Leave:	Allows for up to 30 days of unpaid leave. Holidays do not extend the allowable leave maximum.
Benefits Continuation:	State benefits continue at the same level of coverage while employees are on an eligible family military leave had the employees remained in continuous employment. University employees may continue insurance coverage in excess of the University's contribution by contacting the Benefit's Center within thirty (30) days following the last day of paid employment to make arrangements for premium payments.
Compensation:	Leave is unpaid.
Policies:	https://nessie.uhr.uillinois.edu/cf/leave/index.cfm?Item_id=3297

LeaveType:	Pregnancy
Eligibility:	Civil Service employees in a trainee, apprentice, learner, or status appointment and employees in a provisional appointment intended to be permanent are eligible. Academic employees are not eligible. Eligibility will also be based on disability or incompatibility between an employee's pregnant state and the regularly required duties of her position.
Length of Leave:	Pregnancy leave shall continue until the employee, on the basis of acceptable medical opinion, is able to return to work.
Benefits Continuation:	Employees using accrued sick and vacation leave benefits to remain in pay status, or employees eligible for family and medical leave (FML), will continue to receive State and University benefits as if they were continuously working. Employees not eligible for FML or who have exhausted accumulated leave and are in non-pay status, are eligible to participate in the State benefits; however, are not eligible for the State-paid contribution. Participation is entirely at the employee's expense. Employees may also elect to become a dependent of another employee (spouse or parent). Employees choosing this option must waive all coverage (including health, dental, and life) as an employee.
Compensation:	Pregnancy leave will be charged to accumulated sick leave for the employee to remain in pay status. If this is insufficient, vacation leave or leave without pay may be granted in accordance with Policy and Rules 10.01, 11.02, 11.06, and 11.07.
Policies:	https://nessie.uhr.uillinois.edu/cf/leave/index.cfm?Item_id=1350&rlink=1194

LeaveType:	School Conference and Activity Leave
Eligibility:	Permanent full- or part-time faculty, civil service, or academic professional employees who are employed for six months or more may be eligible to request this leave. No school visitation leave may be taken by an employee unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave.
Length of Leave:	Up to eight hours of leave may be granted during the school year, no more than four hours of which may be taken on the same day.
Benefits Continuation:	Employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	An employee who utilizes this leave may choose the opportunity to make up the time on a different day or shift as directed by the employer. An employee is not required to make up the time taken, but if an employee does not make up the time, the employee will not be compensated for the leave. An employee who does make up the time will be paid the same rate as paid for normal working time. Employers must make a good faith effort to permit an employee to make up time, but if no reasonable opportunity exists the employee will not be paid for the time.
Policies:	https://nessie.uhr.uillinois.edu/cf/leave/index.cfm?Item_id=537

LeaveType:	Special Leave for Civil Service Employees
Eligibility:	Civil Service employee in a trainee, apprentice, learner, or status appointment and employees in a provisional appointment intended to be permanent are eligible.
Length of Leave:	The length of the leave may vary based on the circumstances. The date for termination of the leave must allow for a 30-day availability period.
Benefits Continuation:	While on special leave, employees are eligible to participate in the State benefits for a maximum of 24 months; however, employees are not eligible for the State-paid contribution. Participation is entirely at the employee's expense. If the employee does not return to work at the end of the 24-month period, coverage will be terminated. Employees on a special leave may also elect to become a dependent of another employee (spouse or parent). Employees choosing this option must waive all coverage (including health, dental, and life) as an employee.
Compensation:	Employees are not compensated while on a special leave.
Policies:	https://nessie.uhr.uillinois.edu/cf/leave/index.cfm?Item_id=1377

LeaveType:	Victims Economic Security and Safety Leave
Eligibility:	<p>All employees at the University are eligible for up to 12 weeks of VESSA leave in a 12-month period for the following reasons.</p> <ul style="list-style-type: none"> - To seek medical help and recover from physical or psychological injuries caused by domestic or sexual violence to the employee or employee's family or household member. - To obtain victim's services, psychological or other counseling, and legal assistance or remedies, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence. - To participate in safety planning, temporarily or permanently relocating, or taking other actions to increase health and safety, or to ensure economic safety of covered persons.
Length of Leave:	<p>Employees are entitled up to 12 workweeks of paid and/or unpaid VESSA leave during each consecutive twelve-month period for which eligibility criteria have been met. The initial 12-month period is measured forward from the date the employee first takes VESSA leave. The next 12-month period begins the first time VESSA leave is taken after completion of any previous 12-month period.</p> <p>This Act does not create a right for the employee to take a leave that exceeds the leave time allowed under, or in addition to, the leave time permitted by the Family and Medical Leave Act (FMLA). For employees on VESSA leave who are also eligible for FMLA leave, VESSA leave time is not in addition to the 12-week FMLA entitlement when the reason for VESSA leave also qualifies under FMLA. In this instance, both the VESSA and FMLA entitlement would be depleted. An employee who may have exhausted all available leave under FMLA, for a purpose other than that which is available under VESSA, remains eligible for leave under VESSA.</p>
Benefits Continuation:	<p>State benefits continue at the same level of coverage while employees are on VESSA leave had the employees remained in continuous employment.</p> <p>Employees on a paid VESSA leave will continue to have their premium portion deducted from their paycheck. Employees on unpaid VESSA leave will be billed for their premium portion. If required payments are not made by the employee during the leave period, insurance coverage may be discontinued and the employee will be offered continuation of coverage through COBRA.</p> <p>The University may recover any premiums paid for maintaining coverage for employees if they fail to return from VESSA leave for a reason other than continuous, recurrence, or onset of domestic or sexual violence or other circumstances beyond their control. The University may require certification of such conditions.</p> <p>University employees may continue insurance coverage in excess of the University's contribution by contacting the Benefits Center within thirty (30) days following the last day of paid employment to make arrangements for premium payments.</p>
Compensation:	<p>Employees have the option to take VESSA leave with or without pay. To continue in pay status, employees must use accrued sick or vacation leave in accordance with University leave provisions.</p> <p>Accrued leave used will be counted toward the 12-week VESSA entitlement. If applicable, accrued leave used will also be counted toward the 12-week FMLA entitlement. Any portion of the 12-week period for which accrued leave is not charged shall be without pay.</p> <p>For care of a family member with a serious health condition or injury or for the employee's serious health condition or injury, leave is provided under the terms and conditions of University sick leave policies. Sick leave used for this purpose will be counted toward the 12-week entitlement (or any part thereof).</p>
Policies:	<p>https://nessie.uhr.uillinois.edu/cf/leave/index.cfm?Item_id=2594&rlink=1194</p>