

Leave of Absence Processing For Departments

HR Staff Development

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Leave Processing for Depts.

Objectives:

- Identify University policy guidelines and responsibilities for a Leave
- Review various types of Leaves
- Review Banner/PITR transactions
- Discuss Leave Reports
- Identify Support groups

Leave Processing for Depts.

Types of leaves covered in presentation:

- Family Medical Leave Act (FMLA)
- Victims Economic Security and Safety Act (VESSA)
- Parental Leave
- Military Leave
- Special Leave
- Shared Benefits

Leave Processing for Depts.

- Policies and Responsibilities

Policies and Responsibilities

Policy:

- All policies and rules regarding Time Off and Leaves can be found on the **NESSIE** website:

<https://nessie.uihr.uillinois.edu/cf/leave/index.cfm>

Policies and Responsibilities

HR Policy covers

- Eligibility
- Approval
- Length of Leave
- Benefits Continuation
- Compensation
- Returning from Leave
- University Policies

Responsibilities

Employee:

- Advise immediate supervisor of the need to take time-off from work.
- Complete required paperwork and provide all necessary documentation.
- Make Insurance Premium payments to CMS.



Responsibilities

Home Department/Unit:

- Processes paperwork for approval.
- Provides necessary copy of paperwork to HR departments.
- Processes Banner and Pitr forms.
- Remains in communication with employee during Leave.
- Updates Banner and Pitr forms upon employees return from Leave.



Responsibilities

Home Department/Unit should also:

- Provide written notice* to employee designating leave as FMLA leave and
- Provide detail specific expectations and obligations of employee exercising their FMLA entitlements which should include:

* within **two business days** of receiving employee's notice of need for leave.

Responsibilities

Detail notice should include:

- Leave will count against employees rolling year FMLA entitlement.
- Requirements for furnishing medical certification and the consequences of failing to do so.
- Right to elect to use accrued paid leave (sick and vacation time).
- Requirements to present a fitness for duty certification before returning from leave.
- Requirements and arrangements for co-payment of health insurance.
- Rights to job restoration upon return.
- Potential liability for reimbursement of health insurance upon failure to return to work after FMLA leave.
- Circumstances under which a 'key' employee may not be restored following the leave.

Responsibilities

Central HR – Service Centers:

- Maintains official files of UIC Employees.
- Advises employees of Benefits and compensation coverage during Leave.
- Processes all approved Banner and Pitr transactions.
- C-HR Interact with outside agencies (SURS, CMS, etc.)



Responsibilities

Responsibility: Employee

- Initiate request
- Complete paperwork
- Provide require documentation

Responsibilities

Responsibility: Home Unit

- Provide written notice of leave entitlement and responsibilities
- Provide necessary documentation copies to HR office
- Process Pitr/Banner forms for employee leaving and returning
- Remain in communication during leave

Responsibilities

Responsibility: HR Office

- Maintain employee files
- Advise employees of benefit responsibilities
- Process approved PITR/Banner forms
- Contract outside agencies
- Assist Home Unit restore employee upon return from leave

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- **Family Medical Leave Act
(FMLA)**



Family Medical Leave Act (FMLA)

- Provides for up to 12 workweeks of paid and/or unpaid FMLA leave
- Restoration to position held when the leave commenced or equivalent position with equal pay, benefits, and other conditions of employment

Family Medical Leave Act (FMLA)

Eligibility:

- To be eligible for up to 12 workweeks of paid and/or unpaid FMLA leave, employees must:
 - have been employed by the University for at least 12 months

AND

- have performed at least 1,250 hours of service during the previous 12-month period

Family Medical Leave Act (FMLA)

- FML shall be granted for the following purposes:
 - For the birth of a child of the employee.
 - For the placement of a child with the employee for adoption or foster care.
 - Serious health condition of the employee or for care of a spouse, child, or parent of the employee who has a serious health condition.

Family Medical Leave Act (FMLA)

Leave can be taken:

- with pay:
 - Using accrued vacation and/or sick leave time.

- without pay:
 - Employee is responsible for insurance premium payments directly to CMS.



Family Medical Leave Act (FMLA)

- Leave may be taken as:
 - Block of time – employee is on leave 100% time
 - Intermittent – leave that is taken in separate blocks of time for a single qualifying reason
 - Reduced Schedule – employee reduces the number of hours/days from their normal schedule



Family Medical Leave Act (FMLA)

Employee responsible for:

- **The FMLA Application** (preferable within 30 days of the Leave).
- **Medical Certification**
 - Failure to provide required certification within 15 calendar days of notification of need for leave may result in delay or denial of leave.

Family Medical Leave Act (FMLA)

Coverage of group health and dental insurance shall be continued for the 12-week duration.

- Paid Leave – deducted from Paycheck
- Unpaid Leave – employee billed for premium portion, paid directly to CMS.

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Parental Leave



Parental Leave - Eligibility

- Employees with six months of continuous employment and are in the following employee groups are eligible for parental leave.
 - Academic staff members.
 - Civil service employees in a trainee, apprentice, learner, or status appointment or in a provisional appointment intended to be permanent

Parental Leave - Length

- Up to two weeks of leave with pay.
 - limited to one leave per twelve-month academic appointment year.
 - Will count toward the 12-week FMLA entitlement.

- Must be taken:
 - immediately after the birth of a child

Parental Leave - Length

- Leave for an adopted child may be taken in full either at the time of initial placement or at the time of legal adoption.
- Cannot be taken on an intermittent schedule, or on a reduced leave schedule for a period lasting longer than two weeks.

Parental Leave - Benefits

- Employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
- 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.

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Victims Economic Security and Safety Act Leave (VESSA)

Victims Economic Security and Safety Leave (VESSA):

- VESSA grants **all** employees in the State of Illinois who are victims of domestic or sexual violence or who have a family or household member who is a victim, up to 12-weeks of leave per 12-month period.
- Upon return from leave employees are to be restored to the position held or to an equivalent position with equal pay, benefits and other conditions.

Victims Economic Security and Safety Leave (VESSA):

Eligibility:

- 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.

Victims Economic Security and Safety Leave (VESSA):

Eligibility – cont'd:

- 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.

Victims Economic Security and Safety Leave (VESSA):

Employee is responsible for submitting the following documentation:

- VESSA Application
- Medical Certification
- Police and Court Reports
- Other Collaborating Evidence



Victims Economic Security and Safety Leave (VESSA):

- Coverage of group health and dental insurance shall be continued for the 12-week duration.
- An employee may continue other voluntary University benefits that are paid by the employee.
- Civil Service employees continue to accrue seniority while on VESSA leave.

Victims Economic Security and Safety Leave (VESSA):

- The actual use of VESSA hours is tracked by **earnings codes** for Civil Service employees, which determine the employee's pay status and benefits eligibility.
- VESSA hours are not reported for Academics on VESSA leave.

FMLA/VESSA Codes for Civil Service

CVV - FMLA/VESSA Leave Vacation

CVR - FMLA/VESSA Leave Vacation - (rdg)*

CVS - FMLA/VESSA Leave Sick

CSR - FMLA/VESSA Leave Sick (rdg)*

CVU - FMLA/VESSA Leave Unpaid

CUR - FMLA/VESSA Leave Unpaid (rdg)*

CVH - FMLA/VESSA Leave Holiday

CHR - FMLA/VESSA Leave Holiday (rdg)*

CVF - FMLA/VESSA Leave Floating Holiday

CFR - FMLA/VESSA Leave Floating Holiday (rdg)*

* Rdg indicates exempt personnel

Similarities Between FMLA and VESSA Leave

- 12-week entitlement per 12-month period.
- Application and approval process.
- Benefits continuation.
- Restoral to equivalent position.
- Seniority accrual.

Differences Between FMLA and VESSA

- Employee eligibility
- Broader categories on relationship coverage of household members
- Notification requirements
- Certification providers
- Tracking in Banner (Earning Codes)

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Assessment review:

- An employee has 850 hours of service in the current year and 14 months of service. They are eligible for (check all that may apply):
 - (a) FMLA Leave
 - (b) VESSA Leave
 - (c) Parental Leave
 - (d) None of the above

- You're on an unpaid FMLA leave. You are entitled to _____ weeks of leave time?
 - (a) 8
 - (b) 10
 - (c) 12
 - (d) 14

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Assessment review:

T/F An employee can be eligible for a FMLA and VESSA leave within a twelve (12) month period?

T/F For FMLA leave your 12 months of service can be from previous years of employment?

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NON FMLA Leaves

Non FMLA Leaves:

- Military Leaves
- Special Leaves for Civil Service

Military Leave - 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 are eligible for military leave.



Military Leave - Compensation

Compensation vary based on the reason for leave:

- **Annual Training** - regular compensation
- **Special or Advanced Training** – Up to 60 days regular University compensation minus the amount of base pay for military activities for normally scheduled work days.
- **Basic Training** - the employee shall receive regular University compensation minus the amount of base pay for military activities.

Military Leave - Compensation

- **Call-Up for Active Duty:**
 - pay for normally scheduled work days for up to 30 calendar days.
 - leave without pay for such additional days or will be granted leave and compensated as mandated by Federal or State of Illinois legislation.



Military Leave - Benefits

- 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.

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Special Leave for Civil Service

Special Leaves for Civil Service

- Granted for the purpose of continuing employment for individuals whose performance warrants it and who request such leave for sufficient cause.
 - Accompany spouse on sabbatical
 - Exhausted S&D, FMLA, and still unable to return to work
 - Furthering Higher Education degree

Special Leaves for Civil Service

Eligibility

- A Civil Service employee in a trainee, apprentice, learner, or status appointment and employees in a provisional appointment intended to be permanent are eligible for a special leave.

Special Leaves for Civil Service

Benefits:

- Eligible to participate in the State benefits for a maximum of 24 months at employees expense.
- Coverage terminates at the end of the 24 month period.

Compensation:

- Employees are not compensated while on a special leave.

Special Leaves for Civil Service

Return from Leave:

- 30-day availability period prior to the end of the leave.
- Central Human Resources office will work to return the employee to the department and position from which leave was granted, in another position with the employee's seniority rights.
- The employee must report to duty upon 10 working days notice from the campus Human Resources office.

Required Documentation for Leaves

	FMLA	VESSA	Parental	Special	Military
Approved Application	X	X		X	
Supervisory Approval (no application)*			X		X
Medical Document – certification	X	X			
Legal documents (court/police reports)		X			

* Military leave requires copy of Call up orders.

Application Forms can be found on the following website:

<http://www.uic.edu/depts/hr/quicklinks/hrforms/index.html>

Leave Processing for Depts.

Processing Leaves in Banner

Banner Processing - FMLA Leave

Overview:

- Employee completes FMLA Application and submits for approval.
- Units HR representatives determines eligibility and approval; copy of approval letter sent to Academic HR or Service Center.

Banner Processing - FMLA Leave

Overview:

- Unit should complete the FMLA/VESSA Usage reports to track eligible leave time.
- Unit enters information in **PEAFMLA** (for paid leave) and the **PITR** and the **PZAELOA** (for unpaid/partial-paid leave) Banner form.

Banner Processing - FMLA Leave

Once approved, **PITR** is sent to Academic HR or Service Center.

- Academic HR or Service Center verifies receipt of copy of departmental approval letter. Advise employee of Benefit coverage and other items of interest.
- Enters information from **PITR** into **NBAJOBS**.

Banner Processing - PEAFMLA

- **PEAFMLA** form:
 - **PEAFMLA** tracks the duration and reason for the leave, and ensures the proper FMLA forms have been completed.
 - **PEAFMLA** is completed at the beginning and the end of the leave.

PITR Processing

- The Home department completes the **Job Information** and the **Job Leave of Absence** sections in the **PITR**.

Banner Processing - PZAELOA

- **PZAELOA** form:
- completed for all employees on partial-pay or unpaid leaves.
- must be completed for **each** job the employee is taking a leave with partial pay or without pay.
- Will auto-populate from the **PITR**

Banner Processing – Shared Benefits

- Upon receiving approval letter from C-HR, department provide the last day paid on the
 - **PZAELOA**
 - **PITR**
- Central HR-Academic Records will complete the **PEALEAV** form with the unpaid status date.
- For Civil Service employees, Shared Benefits are tracked using the **SBN** code on Timesheets.

Banner Processing - FMLA Leave

Upon employees return from Leave:

- Home Department updates the **PEAFMLA** and **PZAELOA** Banner form with the leave end dates.
- Home Department initiates a **PITR** to terminate the Leave and routes to Academic HR-Records or Service Center.
- Academic HR-Records or Service Center enters information in **NBAJOBS** to terminate the leave and place employee back on active status.

Returning from FMLA Leave

PITR and **Banner** forms need to be processed **expeditiously** to place the employee back on active status for benefits and payroll.

Banner Processing

	PEAFMLA	PZAELOA	PITR
Paid leave	X		
Unpaid or partial leave (FMLA related)	X	X	X
Unpaid or partial leave (Non-FMLA related)		X	X
Shared Benefits		X	X

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Assessment Review:

T/F PITR fields for Leave of Absence will auto-populate from the PZAELOA?

T/F PZAELOA (and PITR) not submitted in a timely manner may require pay adjustments?

T/F HR-Academic Records requires copies of Leave application to process PITR?

Leave Processing for Depts.

Shared Benefits



Shared Benefits

- A Sick Leave Bank which provides additional sick leave days for employees who have exhausted all accumulated sick leave or vacation leave and, in the case of Civil Service, who has a disability claims pending with SURS.

https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1358&rlink=1194

Shared Benefits

- Provides up to 45 days of additional sick leave time.
- Employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.

Shared Benefits Donation Eligibility

To donate leave time to the pool, an employee must:

- Be a Civil Service, Faculty, or Academic Professional employee who participates in SURS or the Federal Retirement System.
- Be appointed at least 50 percent time to a position for which service is expected to be rendered for at least nine continuous months.
- Have a cumulative balance of at least 11 days of sick leave (either in sick days or sick/vacation day combination) .

Shared Benefits

- Employees donate to the pool to receive leave from the pool.
 - **One time**, one day donation of
 - One sick day, or
 - Combination of sick day/vacation day
- Eligible to withdraw every 12 months.

Shared Benefits Withdrawal Eligibility

To be eligible for a withdrawal from the pool, an employee must:

- Donated one full day of benefit leave to the Shared Benefits Program.
- Have a disability claim pending with SURS (Civil Service Only).
- Have exhausted all accumulated sick leave and/or vacation time.
- Submit a completed Shared Benefits Withdrawal Application Form.

Shared Benefits Withdrawal Requirements

Application Withdrawal Form (available on NESSIE).

- Physician's statement
 - Beginning dates of the Condition
 - Description of illness or injury
 - Prognosis for recovery
- Estimated number of sick days needed
- For CS – information related to the pending disability claim



Shared Benefits - Approval

- Approval is rendered by campus human resources within five (5) working days after receiving receipt of the application.
- Amount of leave time granted determined by the campus human resource office.

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Assessment review:

- **T/F** Compensation for Military leaves is dependent on the type of Military leave?
- **T/F** Civil Service employees can request a non-compensated special leave?
- **T/F** Everyone is eligible to withdraw from the Shared Benefits pool?

Leave Processing for Depts.

- Reports

Reports

- FMLA/VESSA Usage Reports:
 - Internal departmental tracking spreadsheet
- Decision Support:
 - Canned queries and reports

<http://www.uic.edu/depts/hr/quicklinks/hrforms/index.html>

Leave Processing for Depts.

- Support

Support

- The following Departments are available to assist with processing a Leave of Absence:
 - **Academic HR (312-413-3490)**: Maintains official files of employees; serves as a source for verifying eligibility for leave; processes **PITR**.
 - **Benefit Center (312-996-6471)**: administers benefits and processes changes for employees on leaves of absence. Provides notification to CMS for direct billing of insurance premiums.
 - **Labor Relations (312-355-3055)**: Services provided to determine FMLA eligibility.

Support

- **Information & Employment Center** (312) 413-4848: Assist with accessing and navigating HR systems; DART, NESSIE, UOHR and Banner.
- **Academic Affairs-HR** (312) 355-2412: develops and oversees academic policies pertaining to **Faculty** Leaves of Absences.
- **Decision Support** (312) 996-4806: provides infrastructure and service to access data and documentation.
- **University Payroll** (866) 476-3586: provides services pertaining to earnings, and deductions with reference to Leave of Absence.

Leave Processing for Depts.

- Questions??



Leave Processing for
Departments and Units