Leave of Absence Processing for Departments

Training Guide

UNIVERSITY OF ILLINOIS
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HR|_Administration_
Department of Staff & Organization Development

Leave of Absence Processing for Departments

Training Guide

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Guide Information

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Conventions Used in this Guide

Throughout this guide, you will find icons representing various types of information. These icons serve as reminders of their associated text.

Indicates a **Note** or additional information that might be helpful to you.

Indicates a **Hint** such as a tip, shortcut, or additional way to do something.

Indicates a **Warning** of an action that you should not perform or that might cause problems in the application.

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Introduction

This course will provide an overview of various types of Leave of Absence, including University policies and procedures, responsibilities for various information, Banner and **PITR** processing, and leave reports.

Course Objectives

Upon completion of this course, the participant will be able to:

- Locate University policy guidelines and requirements for a leave
- Explain the processing procedure for a leave
  - o Triggers
  - o Required Information
- Process a leave transaction:
  - o Banner
  - o PITR
- Locate Leave Reports
  - o FMLA/VESSA
  - o Decision Support
- Identify support groups

A Leave of Absence is triggered when an employee formally requests an absence from their position for a specified time period. Upon completion of any required form or application the employee's supervisor initiates the process of obtaining departmental approval and notifying the appropriate departments in Human Resources (HR).

Depending on the type of leave requested, certain rules, regulations and guidelines must be adhered to before the leave can be granted. These policies and guidelines are presented in this course.

The University has instituted leave policies and requirements which can be found on the NESSIE Website, **https://nessie.uihr.uillinois.edu/cf/leave/index.cfm.**

Procedures for administering leave vary by campus and department/unit. For information on leaves not addressed on the website contact the campus Human Resources office.

For this session, we will look at policy and requirements for various leaves, explain the procedure for processing a leave, review the transactions to record an employee's leave and return from a leave. We will discuss leave reports and identify support groups to contact when you have questions.

Lesson 1: HR Leave Policies and Responsibilities Overview

HR Policy

All current UIC policies pertaining to leaves can be found on the HR website
https://nessie.uihr.uillinois.edu/cf/leave/index.cfm.

Specific areas covered on the website include (dependent on type of leave):

- o Eligibility
- o Approval
- o Length of leave
- o Benefit continuation
- o Compensation
- o Returning from leave
- o Policies

Responsibilities

Many different groups and individuals have a role and responsibility with processing a leave of absence. These are described in the next sections.

Employee's responsibilities

- o Advise immediate supervisor of request for time-off.
- o Complete required paperwork and provide all necessary documentation.
- o Make insurance premium payments directly to CMS.
- o Remain in communication with supervisor during leave.

Home Unit responsibilities

- o Initiate the paperwork for approval of leave.
- o Provide employee with written notice designating leave as FMLA and provide detail expectations and obligations of FMLA entitlement including:

- Leave counts against FMLA entitlement.

- Right to use accrued paid leave (sick and vacation time).

- Requirements and arrangements for health insurance co-payment

- Potential liability of reimbursement of health insurance upon failure to return to work after FMLA leave.

- Requirements for providing medical certification and consequences of failing to do so.

- Requirements of fitness for duty certification before returning from leave.

- Rights to job restoration upon return from leave

- Circumstances under which a 'key' employee may not be restored following the leave. [*]

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[*] Key employees as defined by FMLA are certain highly paid, salaried employees. Contact Labor Relations for more detail information.

- o Provide detail expectations and obligations of employee exercising their FMLA entitlement.
- o Provide necessary copies of paperwork to appropriate HR department(s).
- o Process the **PEAFMLA** and **PZAELOA** forms in Banner.
- o Submit the leave request through **PITR** to appropriate HR Department (Academic HR or Service Center).
- o Update Banner Leave forms **PEAFMLA**, **PZAELOA**, and **PITR** upon employee's return from leave.
- o Remain in communication with employee during leave.

Central HR - Academic HR Records responsibilities

Website: http://www.uic.edu/depts/hr/ahr/index.html

- o Maintain the official files of UIC employees (academic and civil service) and appointees (graduate students). Information housed in AHR/Records serves as a source for verifying eligibility for benefits such as leaves. Copies of the employee's request for leave must be forwarded to Academic HR Records to be placed in the employee's official record.
- o Process all approved **PITR** transactions in Banner.

Central HR - Benefits Center responsibilities

Website: http://www.uic.edu/depts/hr/benefits/index.html

It is the Benefits Center of Central HR's responsibility to

- o Process changes in status, termination, leaves of absence, long term disability, and discrepancies in the Central Management Services (CMS).
- o Counsel employees in any of the above activities.

Central HR – Labor & Employee Relations responsibilities

Website http://www.uic.edu/depts/hr/relations/relations.html

- o Negotiates, drafts, and distributes labor agreements for the three campuses at the University.
- o Provides advice, counsel, and leadership to the campuses in the process of negotiation of various labor agreements.

The University's policy for all leaves can be found on the Labor & Employee webpage under the NESSIE website. Campus specific labor contracts are available for you to read or print at:

https://nessie.uihr.uillinois.edu/cf/policies/index.cfm?Item_ID=377&rlink=374

Policy Administration – UIHR responsibilities

The University Office of Human Resources (UIHR)

- o Coordinates University-wide HR policies and procedures among the three campuses.

- o Reviews, revises, develops, and implements policies and guidelines in response to new Federal and State legislation. These issues can relate to the Academic and Civil Service staff.

Specific policies as well as employment legislation can also be found on the NESSIE website at:

https://nessie.uihr.uillinois.edu/cf/policies/index.cfm?Item_id=386

Lesson 2: Family Medical Leave (FML)

The Family Medical Leave Act (FMLA) is designed to help employees balance the demands of the workplace with the needs of families and to promote stability and economic security of family. UIC Policies and Procedures are located on the following website:

http://www.uic.edu/depts/hr/quicklinks/policies/index.html#Leaves_and_Absences

Employees are entitled, on return from leave, to be restored to the position held when the leave commenced, or to an equivalent position with equal pay, benefits, and other conditions of employment.

- **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 FML event, are eligible for 12 weeks of family and medical leave (FML) in a 12-month period when experiencing one of the following events:
  - o Birth or placement of a child for adoption or foster care
  - o Serious health condition of an employee
  - o Serious health condition of a spouse, child or parent

  Time worked in other University jobs (i.e. Extra Help, or student) counts towards the 12 month employment eligibility requirement.

- **Approval -** When leave is foreseeable, employees shall provide their supervisor with not less than 30 calendar-days notice before the date the leave is to begin. If not foreseeable 30 days in advance, the employee shall provide verbal notice within two working days of learning of the need for leave, or as is practicable.

- **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.
  - o Employees on FML for the birth or adoption of a child may begin the leave any time during the following 12 months, but leave must commence by the end of the 12 month period.
  - o Leave schedule can be taken as a:
    - Block of time – employee is on leave 100% of time
    - Intermittent – in separate blocks if time for a single qualifying reason
    - Reduced schedule – reduces the numbers of hours/days from their normal schedule

- **Benefit continuation**
  - o **State**
    State benefits continue at the same level of coverage while employees are on an eligible (FML) had the employees remained in continuous employment.
  - o Employees on a **paid** FMLA will continue to have their premium portion deducted from their paycheck.
  - o Employees on **unpaid** FMLA 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.

  - o **University**
    Employees continue to receive the same University benefits as when not on FML.

  - o **State Universities Retirement System**
    To determine the effect of leave on the accumulation of service time for retirement and to assure continuation of contributions, contact SURS.

- **Compensation**: FML secures the position, not compensation.
  - Employees have the option to take FML 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.
  - Workers compensation leave time is automatically counted toward the 12 week FMLA entitlement as well as all SURS disability leaves and 2-week parental leaves.

- **Returning from Leave -** Employees returning from FML are entitled restoration to the position held when the leave commenced, or to an equivalent position with equal pay, benefits, and other conditions of employment.

- For Civil Service employees, restoration to the same or equivalent position shall be contingent on the expected continuation of the appointment and shall be in accordance with the State Universities Civil Service System Statute and Rules 250.120.

- **Extended Leave -** Employees seeking approval of an extension of leave beyond the 12-week FMLA entitlement should present a written request to their supervisor. Extended leave will be granted pursuant to departmental procedures and in accordance with University policies related to leaves of absence. Benefits under the FML policy expire after the initial 12-week period.

- **Campus Specific Policies -** See the following website for campus specific rules and policies:

https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1300

Parental Leave

Parental leave grants eligible employees up to two weeks of paid leave following the birth of a child, or upon the initial placement or legal adoption of a child under age 18. Parental leave is automatically counted toward the 12-week family and medical leave entitlement for eligible employees.

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

- **Approval** - Employees requesting parental leave should seek approval from their appropriate supervisor.

- **Length of leave**: For eligible employees, parental leave taken will count toward the 12-week FMLA entitlement.
    - o   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.
    - o   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.
    - o   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.
    - o   Leave cannot be taken on an intermittent schedule or on a reduced leave schedule for a period lasting longer than two weeks.

- **Benefit continuation -** While on parental leave, 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.

- **Campus specific Policies**: See the following websites:
  https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_ID=1349&rlink=1348

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Victims Economic Security and Safety Leave (VESSA)

The Victims Economic Security and Safety Act (VESSA), enacted in 2003, is designed to promote the State's interest in reducing domestic violence, dating violence, sexual assault, and stalking by enabling victims of domestic or sexual violence to maintain the financial independence necessary to leave abusive situations, achieve safety, and minimize the physical and emotional injuries from domestic or sexual violence, and to reduce the devastating economic consequences of domestic or sexual violence to employees. It gives employees the right to a 12-week paid or unpaid leave for each consecutive 12-month period for which eligibility criteria have been met.

Employees are entitled, on return from leave, to be restored to the position held when the leave commenced or to an equivalent position with equal pay, benefits, and other conditions of employment.

- **Eligibility** - All employees at the University are eligible for 12 weeks of VESSA leave in a 12-month period for the following reasons:
  - 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

- **Approval** - When leave is foreseeable, employees shall provide their supervisor with not less than 48 hours notice before the leave is to begin. If not foreseeable 48 hours in advance, the employee shall provide notice as is practicable.

- **Application and Medical Certification**

  To apply for VESSA leave, employees must submit the following documents to their supervisor:

  - **VESSA Application:** Additional supporting documentation must be included with the application, in the form of:
    - Documentation from the employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic or sexual violence and the effects of the violence; or
    - A police or court record; or
    - Other corroborating evidence.

  - **Medical Certification**
    FMLA Medical Certification is required for any unpaid VESSA leave that qualifies as a serious health condition of the employee.

- **Length of Leave -** 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.

- 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 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, but depletes the 12-week FMLA entitlement when used. 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.

- **Benefit continuation**:
  - **State**
    State benefits continue at the same level of coverage while employees are on VESSA leave had the employees remained in continuous employment.
    - 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.

    - 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.

    - 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.

  - **University**
    Employees continue to receive the same University benefits as when not on VESSA leave.

  - **State Universities Retirement System**
    To determine the effect of leave on the accumulation of service time for retirement and to assure continuation of contributions, contact SURS.

- **Compensation** – 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.

  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.

  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).

- **Returning from Leave** - Employees returning from VESSA leave are entitled restoration to the position held when the leave commenced, or to an equivalent position with equal pay, benefits, and other conditions of employment.

  For Civil Service employees, restoration to the same or equivalent position shall be contingent on the expected continuation of the appointment and shall be in accordance with the State Universities Civil Service System Statute and Rules 250.120.

  Employees on leave may be required to report periodically to the supervisor or unit head on their status and intention to return to work.

Extended Leave

Employees seeking approval of an extension of leave beyond the 12-week VESSA entitlement should present a written request to their supervisor. Extended leave will be granted pursuant to departmental procedures and in accordance with University policies related to leaves of absence. Benefits under the VESSA policy expire after the initial 12-week period.

- **Policies:**

University VESSA leave policies can be found on the following website:

https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=2617

FMLA versus VESSA Leaves

Similarities:

- 12-week entitlement per 12-month period
- Application and approval process
- Benefits continuation employees responsibility for unpaid leave
- Restoral to equivalent position
- Seniority accrual

Differences:

- Employee eligibility
- Broader categories on relationship coverage of household members
- Notification hours less stringent (48 hours for VESSA – 30 days for FMLA)
- Certification providers
- Tracking in Banner (Earning Codes)

For more information on FMLA/VESSA leaves, view the FMLA/VESSA: Frequently Asked Question (FAQ) on the NESSIE website:

https://nessie.uihr.uillinois.edu/pdf/leave/JobAid_FMLA&VESSAFAQs.pdf

Lesson 3: Non-FMLA Leaves

An employee may take a leave of absence for reasons other than a FMLA, such as a military leave, or Special leave (for Civil Service employees).

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.

- **Approval** - Employees should receive approval from their appropriate supervisor or campus executive officer. Such leave will be granted whether or not within the State and whether or not voluntary.

- **Length of leave** - There are no restrictions on the length of leave granted for military leave.

- **Benefit 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
  - Annual Training
  - Special or Advanced Training
  - Basic Training
  - Call-Up for Active Duty

- **Returning from Leave** - An employee returning from leave for military service will be restored to the position of employment which the employee left, with the same increases in status, seniority, and wages that were earned during the term of military service by employees in like positions, or to a position of like seniority, status, and pay, unless the University's circumstances have so changed as to make it impossible or unreasonable to do so, or if the employee's position was temporary.

- **Campus specific Policies**: See the following websites:
  https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1342

Special Leave

Special leaves may be granted for the purpose of continuing employment for individuals whose performance warrants it and who request such leave for sufficient cause.

- **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.

- **Approval** - Requests for special leave must be in writing and approved by the campus Human Resources office.   Such leaves may be approved for sufficient cause, such as:
    o   Employees who want to accompany a spouse on a sabbatical leave
    o   Employees who have exhausted sick and disability benefits and family and medical leave who are still unable to return to work
    o   Employees engaged in public interest work or in furthering their education

- **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.

- **Benefit continuation**:
    o   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.
    o   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.

- **Returning from Leave** - Reemployment following a special leave is subject to a 30-day availability period at the end of the leave. The availability period rule will commence 30 calendar days prior to the end of the leave.

    During the availability period, the campus Human Resources office will make arrangements to return the employee to the department and position from which leave was granted, or to place the employee in another position in accordance with the employee's seniority rights.

    The employee shall report to duty upon 10 working days notice from the campus Human Resources office.

- **Campus specific Policies**: See the following websites:
    https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_ID=1384&rlink=1383

Shared Benefits

Under the Shared Benefits Program, a Sick Leave Bank is available to provide additional sick leave days for employees who have exhausted all accumulated sick leave and who have disability claims pending before the State Universities Retirement System.   An employee may apply for leave from the pool only once per appointment year.

To be eligible to receive leave from the pool, **an employee must have donated at least one full day of accrued leave** by voluntarily transferring leave time. Once leave has been donated to the sick leave pool, it cannot be restored to the donating employee. Employees may not designate a particular employee to receive their donated time.

- **Eligibility** - Civil Service, Faculty, and Academic Professional employees are eligible to participate in the Shared Benefits Program if they meet the following requirements:
    o   Be a Civil Service, Faculty, or Academic Professional employee who participates in SURS or the Federal Retirement System
    o   Be appointed at least 50 percent time to a position for which service is expected to be rendered for at least nine continuous months
    o   Have a cumulative balance of at least 11 days of leave
    o   Employees must have their supervisor's approval to charge an absence against accumulated sick leave. May require evidence to substantiate the reason for the absence.
    o   Employees who request or are on extended leave for illness, injury, or disability, including maternity, may be required to obtain a medical opinion from the University Health Service or provide a medical opinion acceptable to the Health Service in support of the leave, its continuance, or the employee's ability to return to work.
    o   Accrued sick leave may not be used for the purpose of vacation. Accumulated and unused vacation and personal leave may be used in lieu of an approved leave of absence without pay.

For more information on eligibility and for access to the electronic eligibility application visit the website **https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1359**

- **Donation of Shared Benefit:** Donation of leave to the shared benefits pool is completed through an online electronic application. You will be asked to answer a series of questions intended to assess your eligibility. If eligible, you will be provided access to the online Donation of Leave Form.

No transfer of funds will occur, but the donating employees leave balance will be reduced by the number of days donated.

Employees may not designate that a particular employee receive their donated leave.

The Eligibility Assessment and the Donation of Leave Form is available on the NESSIE website.   Employees wishing to donate to the Shared Benefits program are encouraged to read and understand the eligibility and policy information at the following website:
https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1360

- **Request for Donations from the Pool**. Application may be made by the employee within five days of:
  - o Having exhausted all accumulated sick leave, if he/she participated in the pool by sick leave accrual only; or
  - o Having exhausted all accumulated sick leave and vacation leave, if he/she participated in the pool by using a combination of vacation and sick leave or vacation only; or
  - o Having a disability claim pending with SURS, if a civil service employee.

The Application Withdrawal Form is available on NESSIE. Eligible employees wishing to request a withdrawal from the Shared Benefits program are encouraged to read and understand the eligibility and policy information.

The Withdrawal Form can be downloaded from the NESSIE website, printed and completed by the employee. Upon completion, the form is mailed, faxed or delivered to the appropriate Human Resource office for review and approval.

Upon review by the Human Resource office, the employee is notified of the request approval or denial. If an employee has been denied benefits, the applicant may appeal the decision to a committee. These committees shall make recommendations to the Associate Vice President for Human Resources (AVPHR) whose decision is final. A decision will be rendered within five working days from the date of the appeal.

Procedures to Withdraw for Shared Benefit Pool:

The employee request **must** complete the Withdrawal Form and submit it to the head of the campus human resources office, with:

- Justification (physician's statement) for the request,
- The estimated number of sick leave days needed from the pool, and
- Information related to any pending disability claim.

The physician's statement must include the beginning date of the condition, a description of the illness or injury, and a prognosis for recovery.

The campus Human Resources office will render a decision to the employee within five (5) working days after receipt of the application. The amount of pool leave granted, if any, for each request will be determined by the campus human resources office but cannot exceed

- One-third of the balance in the pool or
- A maximum of forty-five (45) working days, whichever is less.

Campus specific policies: See the following website:

https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_ID=1365&rlink=1361

Lesson 4: Processing Leave Transactions

Processing FMLA Leave

FMLA leaves are initiated when the Unit decides to grant an employee's request for a FMLA leave. Regardless of the job pay status during the leave, the employee's Home Department (which is the Unit that holds the primary job) completes the **Employee FMLA Information Form** (**PEAFMLA**) in Banner. This form tracks the duration and the reason for the leave, and ensures that the proper FMLA request forms have been completed.

Partial-pay or unpaid leave must also be tracked on the **Employee Leave of Absence Form** (**PZAELOA**). Because **PZAELOA** tracks leave of absence according to job, it must be completed for each job from which the employee is taking leave with partial pay or without pay.

Process Overview

1. The employee experiencing a Qualifying Event completes the FMLA application and submits the completed application to their Unit HR representative for review/approval.
2. The Unit is responsible for determining if the employee is eligible for leave. The Unit HR representative determines eligibility and approves or denies the request and sends a notification letter to the employee. A copy of the Unit approval letter should be sent to Central HR or the Service Center.
3. The Unit HR representative enters the information in Banner on the **PEAFMLA** (to track the duration and reason for the leave) and or **PZAELOA** (to track partial pay or unpaid leaves). The Home Department completes the **PZAELOA** for all employees who are approved for FMLA leave, regardless of the type of FMLA leave.

> **NOTE**: Information entered in certain fields on the **PZAELOA** will auto-populate several fields on the **PITR** Banner form.

4. The Home Department initiates a **PITR** and routes it to the appropriate approval personnel. If there is more then one position involved, the **PITR** is routed to the other units from which the employee will also be taking a Leave. Once approved, the **PITR** is sent to Central HR or Service Center for further processing.
5. Upon receipt of the **PITR**, Central HR/Service Center verifies the existence of the **PEAFMLA and PZAELOA** entries in Banner **and** receipt of employee's request and approval letter from the Home Department.

   Central HR or Service Center will forward a confirmation of receipt letter to the employee advising them of their benefits and the effect of the leave on benefits and SURS.
6. Information from the **PITR** is entered into the Employee Jobs Form, **NBAJOBS**. Certain information entered into **NBAJOBS,** or the time entry system in the case of Civil Service employees, affects the pay and benefits for that job.
7. Upon the employee's return from leave, the Home Departments will update the **PEAFMLA** and **PZAELOA** with the leave end dates. The Home Departments will also initiate a **PITR** to terminate the leave and forward it to Central HR/Service Center for processing.

> **NOTE**: It is possible that there can be multiple **PZAELOA** records for an employee – one for each job that the employee holds from which they are taking partial-paid or unpaid leave. However, there will still be only one **PEAFMLA** record per qualifying event.

Entering Leave Information in Banner

The Home Department completes the **Employee Leave of Absence Form (PZAELOA)** for all employees who are approved for FMLA leave, regardless of the type of FMLA leave. The Home Department enters the total length of the requested leave regardless of pay status in **PEAFMLA**.

NOTE: If the employee is on full-paid leave, there will be a **PEAFMLA** record but no **PZAELOA** record(s)

All Units holding jobs that are being placed on partial pay or unpaid leave complete the Employee FMLA Information Form (**PEAFMLA**) to reflect the amount of time during which the employee plans to take the partial-paid or unpaid FMLA leave.

- For example, if an employee requested a four-week FMLA leave but used one week of vacation leave during that time, the Home Department specifies a four-week leave of absence on **PEAFMLA**, and the Unit holding the job from which the employee is taking leave specifies a three-week leave of absence in **PZAELOA**.

Banner PEAFMLA

1. From the Banner Main Menu screen enter **PEAFMLA** in the direct access text box.
2. Enter the employee's ID number in the **ID** field. Verify **FMLA Year Indicator** (mm/dd/yyyy) is set to **Qualifying Event.**
3. Press the tab key twice to move to the **FMLA Year** field and enter the qualifying year. By default the current year auto-populates the field.
    *   Click the calendar icon to select the **Year Begin** date.
    *   The FMLA Year End is automatically filled in with a date one year from the FMLA Year Begin date.
4. **Next block** to the FMLA Base Record block.
5. Click the down arrow button to select the appropriate **FMLA Units Indicator** from the list.
6. Tab to the **Maximum FMLA Units Allowed** filed. Type the maximum number of days/weeks the employee is entitled to for an FMLA leave.
7. Save the record.

	NOTE: This figure can be derived from the FMLA / VESSA Usage Report. Refer to page 36 of this guide.

8. Next block to the FMLA Usage Information block.

    *   Enter the first day of the leave in the **Leave Begin Date** field or select the date by clicking on the calendar icon.

    > **NOTE**: This date cannot be before the FMLA Year Begin Date.
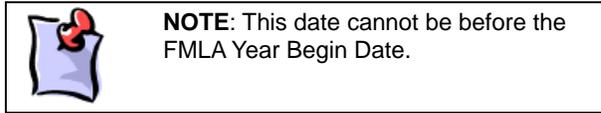
    *   Do not enter a date in the **Leave End date** field until the employee returns from leave.

9. Tab to the **Status Date Field.** Type the current date in the **Status Date field** which is the same as the **Leave Begin Date** in the previous step.

10. Tab to select the appropriate **Status code** in the **Status field.**

    *   Double-click in the **Status** field to display the available options or click the down arrow button to select from the list.

        o   AP – Approved   o   DN – Denied

        o   PA – Pending Approval   o   RE - Requested

11. Select a Reason code in the Reason field or click the down arrow button to select from the list.

    *   Double-click in the **Status** field to display the available options.
        o   CH – Birth/Adoption/Foster Care of a child
        o   FM – Serious Health Condition of a Child, Parent or Spouse
        o   PE– Personal Serious Health Condition

12. Click in the **Leave Requested Date** filed and enter the date the leave was requested.

13. In the **Eligibility Notification** field, enter the date the employee was notified that the leave was granted.

14. Complete the **Approval ID, Approval Date and Percent of Leave** fields upon approval of the Leave.

15. Click on the **Comments** note icon and enter any relevant comments relating to the FMLA leave. These comments can be seen by others.

16. Save the record. **Next Block** to return to main **PEAFMLA** screen.

HR|*Administration* Staff & Organization Development
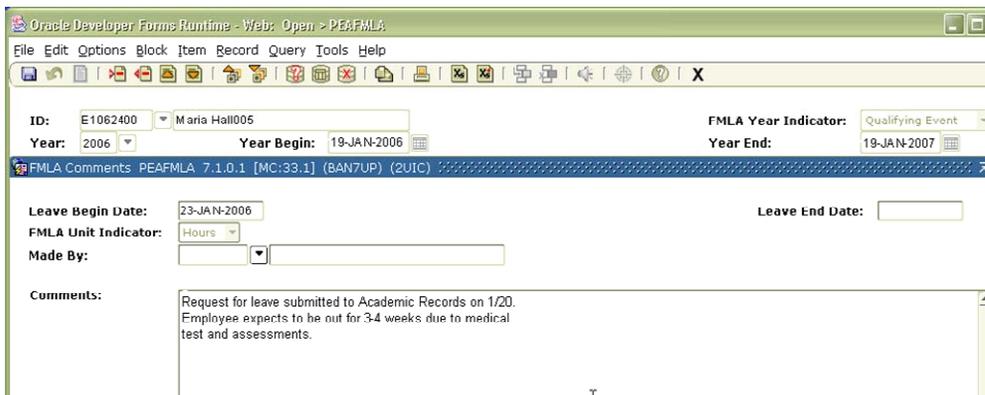
17. Review the **Eligible for Benefit Continuation** check box.

    - Employees receiving benefits can continue to pay their portion of the premium and benefit coverage is uninterrupted. Contact the Benefits Center for detailed information on paying premiums.

18. Review the Medical Certification Received check box.

    - If certification documentation has been received, click the box and proceed to enter the date received in the **Received Date** field.

19. Tab to the **Scheduled Date** field and enter the expected return-to-work date.

    - This date is normally the first work date following the leave end date and may differ from the actual date of return.

    - The **Actual Back to work Info** section is completed when the employee returns from leave.

20. **Save** the record.

Banner PZAELOA

All Units, in which the employee holds jobs that are being placed on partial pay or unpaid leave, must complete the **Employee Leave of Absence Form (PZAELOA)**. This form captures the amount of time during which the employee plans to take the partial-paid or unpaid FMLA leave.

From the Banner Main Menu screen enter **PZAEOLA** in the direct access text box.

1. Enter the employee's ID number in the **ID** field. If necessary enter the Position and Suffix numbers.
2. Click the **Next Block** button to advance to the **Leave Information** block.

3. The current date is entered the **This Action Date** field by default. **This Action Date** field can be overwritten if necessary.
4. Double click in the **Leave Type** field and select the appropriate leave type or click the down arrow button and select from the list (see list on page 24).
5. In the **Leave Requested From** field enter the requested leave begin date. By default, the current date is entered. The **Leave Requested From** date field can be overwritten if necessary.
6. In the **Leave Requested To** field enter the requested leave end date.
7. In the **Approved Leave Begin** field enter the date on which the leave begins **without pay**.
8. In the **Approved Leave End** field enter the date on which leave is approved to end.
9. In the **Expected Return Date** field type the expected return date. This date can be derived from the **FMLA/VESSA** Usage Report.
10. In the **Last Day of Work** field type the employee's last work date in the job.   This is the employee's last day of physical work.
11. In the **Last Day in Pay Status** field type the last day that the employee will be or was paid for this job.   This is the last day for which the employee used vacation or sick leave.
12. Click in the **Percent of Leave** field and enter the percentage of time employee will be on leave. This field will feed the Notice of Appointment

13. Click on the **Comments** note icon and enter any relevant comments relating to the leave. These comments can be seen by others.

14. Save the record.

15. Ctrl +Pg down to return to **PZELOA** record.

PZAELOA Leaves Types Codes and Descriptions

The following Leave codes are used in the **PZAELOA** to identify the leave type.

> **WARNING**: The codes in the shaded cells are being reviewed for possible elimination. It is HIGHLY RECOMMENDED that they are **NOT** used in processing a leave. HR Benefits is unable to determine Benefit and Compensation status when these codes are used.

A list of Leave Codes and Description can be found on the following website:

http://nessie.uihr.uillinois.edu/pdf/Banner/JobAid_PZAELOA_Leave_Codes.pdf

Being reviewed for elimination

Code	Leave Description
AC	Academic Calendar Layoff
AD	Administrative
CH	Chancellor's
DS	SURS Disability
ED	Educational Sabbatical Credit
EE	Education – No Sabbatical Credit
FM	FMLA
FY	Flex-Year
MA	Maternity
MD	Medical
MP	Military – Partial Pay
NB	No Pay Without Benefits
NN	Leave without pay as per notice
NP	No Pay with Benefits
OT	Other
PL	Permanent / Indefinite Layoff
PR	Personal
PS	SURS Disability / Working Part time
RT	Leave Return
SL	Seasonal Layoff
ST	Study
VC	VESSA / FMLA Combined
VS	VESSA
WC	Worker's Comp

Entering Leave Information in PITR

After completing the **PZAELOA** Banner form, Units are responsible for completing and approving the **PITR (Personnel Information Transaction Report)** and forwarding to Central HR or Service Center for processing.

The **PITR** form can be accessed from the Enterprise Application System at the following website: **https://apps.uillinois.edu under the Administrative Applications - Human Resource** section**.**

In the **PITR** form, the **Job Information** and **Job Leave of Absence Information** section will need to be completed. The **Current** fields are automatically populated from the **PZAELOA** form in Banner. Check to insure that the information in correct. Also, provide as much detailed information as possible in the **MEMO** section of the **PITR**.

On the **Job Information** section information pertaining to the **Personnel Change Date, Job Change Reason Code and Job Change Reason Desc** will be entered in the **NEW** section of the form.

Should the **PZAELOA** not be completed, then the **Current** **and New** section of the **PITR** will need to be populated.

Forward the completed, approved **PITR** to Central HR or Service Center for processing.

Job Information – Position No Section

Job Information—Position No./Suffix								
	Personnel Change Date	Position/Suffix	Job Status	Job Begin Date	Job End Date	Job Title	Job Change Reason Code	Job Change Reason Desc
Current								
New	23-Jan. 2006			23-Jan, 2006			LV001	Leave of Absence
	Job Type	Job FTE	Job Appt %	COA-Timesheet Org	Timesheet Org Title	Job Leave Category	Job E-Class	Job E-Class Desc
Current								
New								

> **NOTE**: When the PZAELOA is completed before processing the PITR the required information will be entered automatically in the **Current** section of the PITR. For PITR without a completed PZAELOA, information must be entered manually in the **New** section.

Personnel Change Date:	This is the date that reflects when the transaction should occur in the future or should have occurred in the past.
Job Begin Date:	Begin date of Job (or in this instance Leave)
Job Change Reason Code:	This is a five-character code for the Job Change Reason.(See Job Change Reason Code job aid).
Job Change Reason Desc.	Description for the Job Change Reason Code

> **NOTE**: Processing **PITR**s within the **Personnel Change Date** timeframe will insure that all pay adjustments are performed in a timely manner. Processing PITR after a leave has started requires pay adjustments.

Job Leave of Absence Information Section

Job Leave of Absence Information--Position No./Suffix:									
	Leave Type	Leave Desc	Leave Begin Date	Leave End Date	Expected Return Date	Actual Return Date	Percent of Leave	Last Day of Work	Last Day in Pay Status
Current									
New	FM	FMLA	23-JAN-2006	03-MAR-2006	03-MAR-2006		100	20-JAN-2006	15-FEB-2006

Leave Type:	Displays the reason for an employee's leave of absence. The Leave Type is chosen from a list of values from the Leave Reason Rule Form (PTRLREA). See list on page 21
Leave Description:	Describes the Leave Type. Should agree with the Leave Type Code used in the **PZAELOA** Banner form.
Leave Begin Date:	The Leave Begin Date will initially contain the requested start date of a leave and will be updated to contain the actual start date upon approval. The information will be entered into the Approved Leave Begin field on Employee Leave of Absence Form (**PZAELOA**) in Banner.
Leave End Date:	The Leave End Date will initially contain the requested end date of a leave and will be updated to contain the actual end date upon approval. The information will be entered into the Approved Leave End field on Employee Leave of Absence Form (**PZAELOA**) in Banner.
Expected Return Date:	The expected date of return from leave. This date should be the first day after the Leave End Date.
Actual Return Date:	DO NOT ENTER A RETURN DATE.
Percent of Leave:	Reflects the percentage of time that the employee will be granted leave from his/her job.
Last Day of Work:	Date field that tracks the Last Day of Work of the employee in his/her job.
Last Day in Pay Status:	Date field that tracks the Last Day in Pay Status of the employee in his/her job.

Additional Job Leave of Absence Section

If the employee has more than one position from which they are taking a leave, then the **Additional Job Leave of Absence Information** section of the **PITR** should also be completed.

Additional Job Leave of Absence Information									
	Leave Type	Leave Desc	Leave Begin Date	Leave End Date	Expected Return Date	Actual Return Date	Percent of Leave	Last Day of Work	Last Day in Pay Status
New									

Entering Non - FMLA Leave Information

Upon receiving all necessary approvals, the Home Department initiates and forwards the **PITR** (UIC) to the Central HR Office or Service Center.

Each Unit, in which the employee holds a job from which they are taking a partially paid or unpaid leave, is responsible for completing the **Employee Leave of Absence Form (PZAELOA)**.

The Unit completes **PZAELOA** to reflect the amount of time for which the employee plans to take a partial pay or unpaid Non-FMLA or Non-Sabbatical. For example, if an employee has requested a four-week leave but plans to use one week of vacation leave as part of that time, the Unit should specify a three-week leave of absence in **PZAELOA.**

The Home Department initiates and forwards the approved **PITR** to Central HR or Service Center.

When the employee returns from leave, the Unit completes the leave return information on **PZAELOA**, and the Home Department completes and sends the **PITR** with the return from leave information to Central HR Office or Service Center.

Banner PZAELOA

1. From the Banner Main Menu screen enter **PZOELOA** in the direct access text box.
2. Enter the employee's ID number in the **ID** field. Select the applicable **POSN** and **Suffix** fields.

3. Click the **Next Block** button to advance to the **Leave Information** block.
4. **If a PZAELOA record already exists for this job, choose Insert from the Record menu**.
5. In the **This Action Date** field type the applicable date into the **Action Date** field.
6. In the **Leave Type** field double-click the Leave **Type field** and select the appropriate leave type or click the down arrow and select the appropriate leave type from the list.
7. In the **Leave Requested From** field type the requested date leave begins.
8. In the **Leave Requested To** field type the requested leave end date.

9. In the **Approved Leave Begin** field enter the date on which leave is approved to begin.
10. In the **Approved Leave End** field enter the date on which leave is approved to end.
11. IN the **Expected Return Date** field type the expected return date.

> **NOTE**: The **Actual Return Date** is entered upon the employee's return from leave.

12. In the **Last Day of Work** field type the employee's last work date in the job.
13. In the **Last Day in Pay Status** filed enter the last day that the employee will be or was paid for this job.
14. Click the **Comments** button to move to the *Comments* block. Enter the comments.
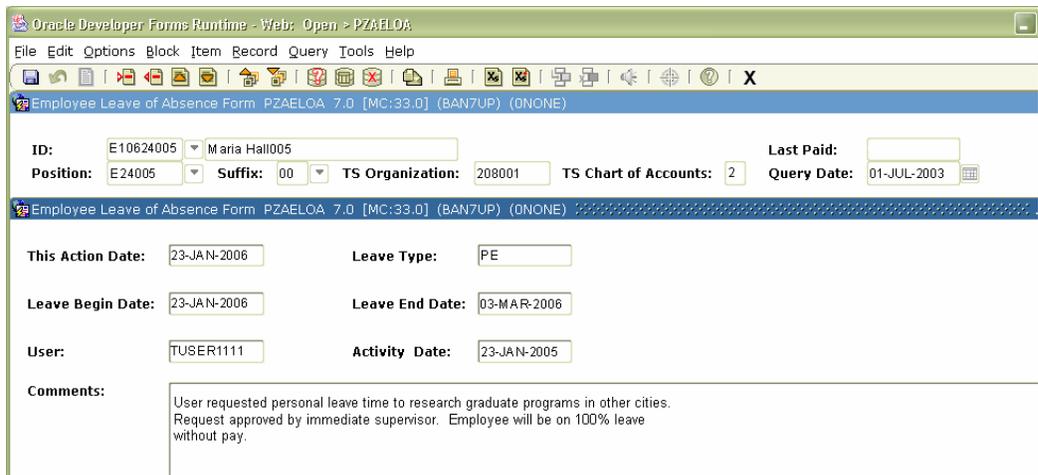
15. Save the record. **Next Block** to return to PZAELOA main screen.

16. If the **Commitment Fulfillment** check box is selected, enter the **Fulfillment Due Date** in the appropriate field.

> **NOTE**: The Fulfillment Date is entered upon the employee's return from leave and completion of the commitment fulfillment. However, this field should remain blank if this is an intermittent leave.

Data auto-populates into the following fields on the Comments block:
-   ≈ This Action Date
-   ≈ Leave Begin Date
-   ≈ User
-   ≈ Leave Type
-   ≈ Activity Date

17. Click the **Percent of Leave** field and type the percentage of time that the employee will be on leave.

18. **Save** the record.

Returning from a FMLA Leave

Process Description

When the employee returns from FMLA leave, the Home Department is required to update **PEAFMLA** with the return from leave information. Each Unit holding a job from which the employee took partial-paid or unpaid leave updates the appropriate **PZAELOA** record for the job in that Unit.

The Home Department also completes a **PITR** (or leave request for UIUC) and routes it to other Units that hold a job to which the employee is returning from partial pay or unpaid leave and forwards it to the Central HR Office or Service Center for entry into **NBAJOBS.**

Banner PEAFMLA

The Unit updates the **PEAFMLA** with the return information.

1. From the Banner Main Menu screen enter **PEAFMLA** in the direct access text box. Press the Enter key.
2. Enter the employee's ID number in the **ID** field.
3. Tab to move to the **FMLA Year** field of the original record and enter the current year.
4. **Next Block** twice to advance to the **FMLA Usage Information** block.
    o   This fields auto-populates from the original record.
5. Enter the **Leave End Date** in the appropriate field.

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6. Click on the **Comments** icon. If text exists, press the **End** key to move to the end of the existing text. Enter comments relating to the employee's return. Include your name or initials and the date.

7. Save the record. **Next Block** to return to the PEAFMLA main screen.

8. Review the **Status** options section of the **Actual Back to Work** block. Adjust appropriately (Full Time or Part Time return).

9. Tab to move to the **Actual Date** field. Enter the date for the employee's actual first day of work following the leave.

NOTE: The return to work date should be one day after the leave end date. This day may be different from the scheduled date in the **Scheduled Back** field.

10. Save the record.

Entering leave information into PITR

Upon completion of the **PZAELOA** Banner form, update the **Job Information** and the **Leave of Absence Information** sections of the **PITR** and forward to Central HR or Service Center or the applicable Service Center. In the **PITR** form, the **Current** fields are automatically populated from the **PZAELOA** form in Banner.

If the employee has more than one position to which they are returning, then the **PITR** will be forwarded to the contact person for the second job for updating the **Additional Job Leave of Absence Information** section. The completed and approved **PITR** will then be forwarded to Central HR or a Service Center for processing.

If upon the employee's return there are changes to the position (job type, FTE, appointment %, E-Class or E-Class Description), salary or labor distribution then the applicable sections of the **Job Salary Information, and Job Labor Distribution section** will need to be updated.

Job Information – Position No Section

Job Information--Position No./Suffix

	Personnel Change Date	Position/Suffix	Job Status	Job Begin Date	Job End Date	Job Title	Job Change Reason Code	Job Change Reason Desc
Current								
New								

	Job Type	Job FTE	Job Appt %	COA-Timesheet Org	Timesheet Org Title	Job Leave Category	Job E-Class	Job E-Class Desc
Current								
New								

NOTE: If an employee returns to work part-time the department will update the **JOB FTE** section.   No changes should be made to the **Job Appointment %** by the department.

Job Leave of Absence Information **Section**

Job Leave of Absence Information--Position No./Suffix:

	Leave Type	Leave Desc	Leave Begin Date	Leave End Date	Expected Return Date	Actual Return Date	Percent of Leave	Last Day of Work	Last Day in Pay Status
Current									
New						06-MAR-2006			

Additional Job Leave of Absence Information Section

Additional Job Leave of Absence Information

	Leave Type	Leave Desc	Leave Begin Date	Leave End Date	Expected Return Date	Actual Return Date	Percent of Leave	Last Day of Work	Last Day in Pay Status
New									

If a change to the job has transpired since the employee's return, then the applicable fields in the following sections will need updating:

Job Salary Information

Job Salary Information—Position No./Suffix							
	Personnel Chg Date	Salary Group (CS Only)	Salary Table (CS Only)	Salary Grade (CS Only)	Salary Step (CS Only)	Hourly Rate (CS Only)	Permanent Shift (CS Only)
Current							
New							
	Annual Salary	Assign Salary (Monthly Only)	Pays	Time Entry Method			
Current							
New							

Job Labor Distribution – C—FOAPAL

Job Labor Distribution: C--FOAPAL											
	Effective Date	Percent	Amount of Annual Salary	COA	Index	Fund	Org	Account	Program	Activity	Location
Current											
New											

Banner PZAELOA

The Unit updates the Employee Leave of Absence Form (**PZAELOA**) with the date the employee returns to work.

1. From the Banner Main Menu screen enter **PZOELOA** in the direct access text box. Press the Enter key.

2. Enter the employee's ID number in the **ID** field.

3. Click the **Next Block** button or press the CTRL+PAGE DOWN keys to advance to the **Leave Information** block.

4. Several fields are auto-populated by the system.

5. TAB to move to the **Actual Return Date** field and type the date that the employee returned to work. If the **Actual Return Date** is different than the **Scheduled Return Date**, do NOT change the **Scheduled Return Date**.

6. Click the **Comments** button to go to the *Comments* block and enter remarks, if appropriate. Remember to preserve transactional history. New comments must be entered below existing comments and must include the date and initials of the comment originator.

7. Click the **Save** button to save your changes.

8. Click the **Exit** button or press the CTRL+q keys to return to the SCT Banner menu.

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Donating to Shared Benefits:

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

1. From the **NESSIE** Leave tab, select the **Shared Benefits** link.

2. From the Shared Benefits link, select the **Donation of Shared Benefits Leave** link.

3. Read the eligibility and policy requirements. To complete the procedure click the **Continue** button at the bottom of the screen.

4. Log into your Bluestem Account.
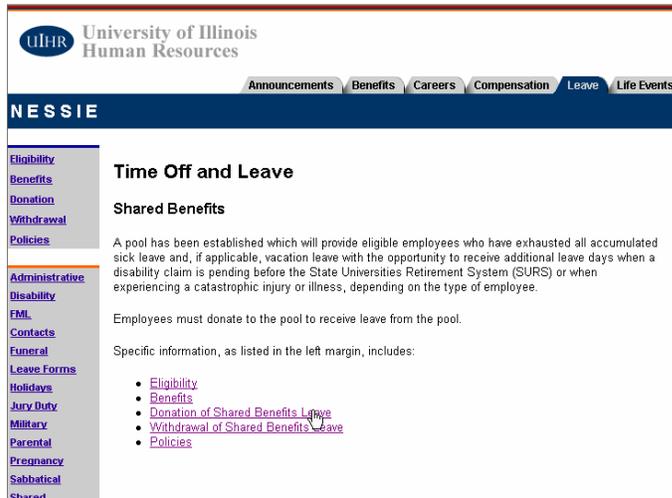
5. Enter the amount of time being donated on the **Donation of Leave Form.**
   o Select between your accrued/cumulative sick leave bank or from your vacation leave.
   o Click the **Submit** button at the bottom of the screen.
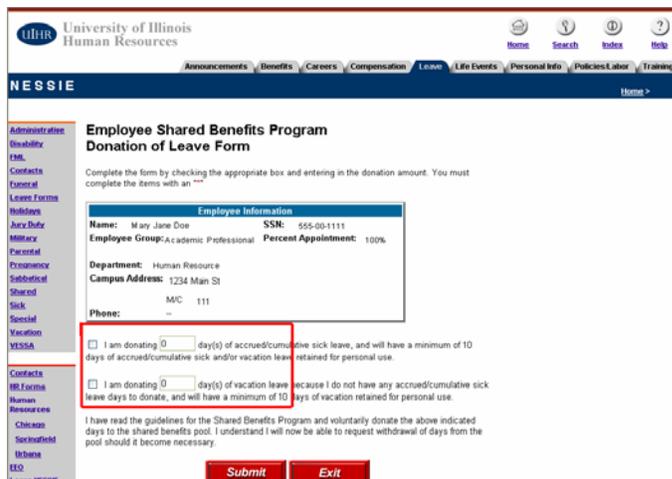
The request is forwarded to HR Records for verification of eligibility and processing of the **PEALEAV** Banner form.

Requesting a Shared Benefits

1. From the NESSIE Time Off and Leave website, select the **Shared Benefits** link.

2. From the Shared Benefits link, select the **Withdrawal of Shared Benefits Leave** link.

3. Read the eligibility and policy requirements. To complete the procedure, click on the link to access and print the **Withdrawal Application Form**.

4. On the Withdrawal of Shared Benefits screen, click on the Request for Withdrawal Application Form link.

https://nessie.uihr.uillinois.edu/pdf /benefits/withdraw.pdf

5. Print and complete the form. Mail or Fax the completed form to **HR Records** for processing.
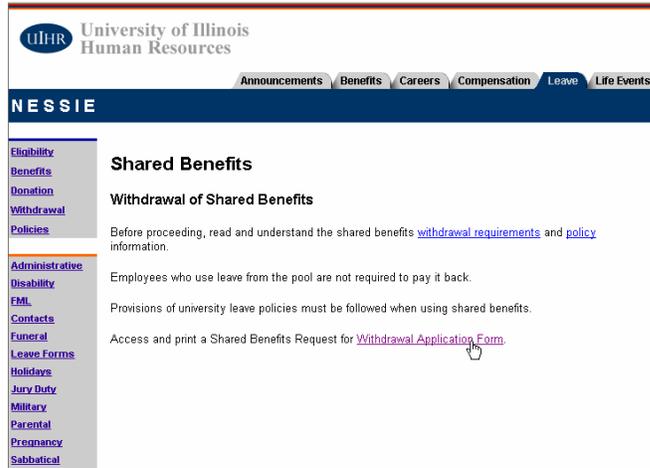
A decision will be rendered within five working days after receipt of the completed request. The employee and the department management will be advised, in writing, of the decision.

Processing Shared Benefit

Once HR-Academic Records has advise the department of the employee approval of days from the Shared Benefits Pool, the department will complete and submit the **PZAELOA** and **PITR** form providing the last day in Pay status date.

Upon receipt of **PZAELOA** and **PITR,** Central HR will update the **PEALEAV** with the approved hours and the date the position will be placed in unpaid status.

For Civil Service employees, departments are to track Shared Benefits hours using the **SBN** earnings code.

Lesson 5: Leave Reports

FMLA/VESSA Usage Report

The **FMLA/VESSA Usage Report** is used to track an employee's leave time. The form can be downloaded from the following website:

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

The **FMLA/VESSA Usage Report** is an Excel spreadsheet that calculates the remaining leave hours available for employees who have taken or who are currently on a leave.

The Report has six distinct tabs for reporting the following Leaves.

Spreadsheet Tab:	Usage:
• Civil Service FMLA Usage	• For Civil Service employees on FMLA Leave
• Academic FMLA Usage	• For Academic Professionals on FMLA Leave
• Civil Service VESSA Usage	• For Civil Service employees on VESSA Leave
• Academic VESSA Usage	• For Academic Professionals on VESSA Leave
• Civil Service FMLA/VESSA Usage	• For Civil Service employees on FMLA and VESSA Leave
• Academic FMLA/VESSA Usage	• For Academic Professionals on FMLA and VESSA Leave

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Completing the FMLA/VESSA Usage Report

Depending on the employee type (CS or AP) and the type of leave (FMLA or VESSA), select the appropriate tab in the Report.

Civil Service

1. Complete the employee information in the top section of the report:

- Employee Name, UIN, Department Name, Department Code, Contact name, and phone number

2. Complete the information in **FMLA Event One Section:**

- Begin Date (do not enter End date or Return to Work Date yet)

- Qualifying Event Reason (place an **'X'**, in one of the reason listed)

- Leave schedule (place an **'X'**, in one of the time schedules)

3. In the **FMLA Entitlement** section, enter the hours the employee worked per pay period (regular working hours before the leave).

Hours of eligibility will be calculated and entered in the Total hours worked per year **and** Maximum FMLA hours allowed **sections.**

4. In the following section, select the Year/Month the Leave begins and enter the:

- Pay Period dates
- Hours Paid (if applicable)
- Leave Type
- Unpaid Hours

FMLA Hours Used and **Remaining FMLA** Hours available are calculated.

5. Save the spreadsheet and update throughout the leave.

6. Upon the employee's return to work complete the **End Date** and the **Return to Work Date** sections in the **FMLA Event One** section.

Forward the completed Report to Academic HR Records in Chicago.

Academic

1. Complete the employee information in the top section of the report:

- Employee Name, UIN, Department Name, Department Code, Contact name, and phone number

2. Complete the information in **Event One Section:**

- Begin Date (do not enter End date or Return to Work Date yet)
- Qualifying Event Reason (place an **'X'**, in one of the reason listed)
- Leave schedule (place an **'X'**, in one of the time schedules)

2. In the **FMLA Entitlement section** enter the hours the Employee FTE. Maximum hours Per Day will be calculated and entered in the field.

FMLA Days Used and **Remaining FMLA Days available** are calculated and entered into the file.

3. In the following section, select the Year/Month the leave begins and enter the:

- Pay Period dates
- Days Paid
- Leave Type

4. Save the spreadsheet and update throughout the leave.
5. Upon the employee's return to work complete the **End Date** and the **Return to Work Date** sections in the **FMLA Event One** section.
6. Forward the completed Report to Academic HR Records in Chicago.

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Decision Support HR Reports/Queries

Decision Support has several Leave and Time and Attendance queries that are available for Department users to track Leave Balance. User must have access to the EDW to run the reports.

Contact your Unit Security Contact (USC) to request access. Detailed instructions are available on the Decision Support website **http://www.ds.uillinois.edu/access_security.asp.**

Leave Queries: **http://www.ds.uillinois.edu/**

Report Title	Description
Home_Dept_List.rep	For a Campus/College, this report will show by employee beginning leave balance, leave accrued, leave taken and leave available.
Time Off Benefit Report.rep	This report shows current balances of old sick time, new sick time, vacation time, and floating holidays for all bi-weekly payroll employees (specifically E-class codes CA-EH).
FS_LeaveBalance.rep	AP and CS leave balances for one or more six -digit payroll organizations. Shows beginning of the year balance, year to date usage, and ending balance. Will list all employees charged to your organization, regardless of their home organization.
Sabbatical Report.rep	For a particular campus/college code, this report will list everybody on a Sabbatical that starts greater than or equal to a particular date.
Leave_As_Of_Date.rep	For a Campus/College, this report will give you the current leave balances as of a particular date for all current employees.
Ind_Acc_Leav.rep	This report allows you to view changes made to individuals' leave (sick and vacation) time. It shows you Beginning Balance, Accrued Amount, Taken Amount and Current Balance.

Time and Attendance Queries

Report Title	Description
AccruedLeave.rep	For a particular Campus/College Code, this report lists all employees and their current leave balances.
Sabbatical Report.rep	For a particular Campus/College Code, this report will list everybody on a Sabbatical that starts greater than or equal to a particular date.

> **WARNING**: Users in the University of Illinois reporting community have submitted the queries, report templates, and other information contained in Query Clearinghouse. These queries have not been validated by external sources, and may not function as advertised.
>
> Decision Support makes no guarantee as to the accuracy or validity of any query contained in Query Clearinghouse.

Query Clearinghouse should not be used to publish completed reports for distribution to others. Contact Decision Support for additional information about publishing reports to other University users.

FMLA Earnings Codes

For Exempt/Nonfeeder Civil Service:

The following codes are used on the WebTime entry or department time entry time sheets for Civil Service employees.

The rdg (reduced gross) is used by exempt employees who do not have a feeder system

- **FSR** Family Leave Sick (rdg)
- **FPR FMLA** Parental Leave (rdg)
- **FFR** Family Leave Floating Holiday (rdg)
- **Family Leave Work Comp** (rdg)

- **FVR** Family leave Vacation (rdg)
- **FHR** Family Leave Holiday (rdg)
- **Family Leave Disability** (rdg)

FMLA Earnings Codes for Nonexempt and Exempt Feeder System Civil Service:

- **FLS** Family Leave Sick
- **FPL** FMLA Parental Leave
- Family Leave Disability
- **FMH** Family Leave Holiday

- **FLV** Family Leave Vacation
- **FLU** Family Leave Unpaid (FMLA)
- Family Leave Work Comp
- **FMF** Family Leave Floating Holiday

FMLA/VESSA Earnings Codes for Civil Service:

The following codes are used on the web time entry or department time entry time sheets for Civil Service employees.

The rdg (reduced gross) is used by exempt employees who do not have a feeder system.

- CVV-FMLA/VESSA Leave Vacation
- CVS-FMLA/VESSA Leave Sick
- CVU-FMLA/VESSA Leave Unpaid
- CVH-FMLA/VESSA Leave Holiday
- CVF-FMLA/VESSA Leave Floating Holiday

- CVR-FMLA/VESSA Leave Vacation (rdg)
- CSR-FMLA/VESSA Leave Sick (rdg)
- CUR-FMLA/VESSA Leave Unpaid (rdg)
- CHR-FMLA/VESSA Leave Holiday (rdg)
- CFR-FMLA/VESSA Leave Floating Holiday (rdg)

FMLA Codes in PHATIME for Civil Service:

The following codes are available earning codes in PHATIME that do not feed to payroll, however, at this time Academics are not being tracked on this form.

- **FLR** Family Leave Sick
- CVV-FMLA/VESSA Leave Vacation

- **FLV** Family Leave Vacation
- CVS-FMLS/VESSA Leave Sick

A complete listing of all Earning Codes can be found at the following website:

http://nessie.uihr.uillinois.edu/pdf/Banner/JobAid_EarnCode.pdf

Leave of Absence Matrixes

Responsibilities Matrix

	Employee	Home Unit	Central HR / Service Center
≈ Initiate request to immediate supervisor. ≈ Completes required paperwork. ≈ Provides all needed/required documentation. o Applications o Medical Certification o Police/Court Documentation o Collaborating Evidence o If required, makes insurance premium payment to CMS directly.	✓		
≈ Provide employee with detail written notice of leave entitlements and responsibilities. ≈ Process paperwork for approval. ≈ Provide necessary copies to HR Departments. ≈ Process Banner/PITR forms. ≈ Remain in communication with employee during leave. ≈ Update Banner and PITR forms upon employees return from leave.		✓	
≈ Maintain official employee files. ≈ Advise employees of benefits and compensation coverage during leave. o Health & Dental coverage o Insurance payments ≈ Process approved Banner and PITR transactions. ≈ Central HR interacts with outside agencies. ≈ Work with Home Unit to restore employee to equivalent position upon return from leave.			✓

Checklist of Required Documentation for Leaves

	FMLA	VESSA	Parental	Special	Military
Approved application	X	X		X	
Supervisory Approval (no application)			X		X
Medical documentation /certification	X	X			
Legal documentation (court or police reports) or collaborating evidence		X			

Checklist of Banner / PITR forms for LOA 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

Leave Processing Support

UIC Central HR Departments:

Academic Resources Records:
http://www.uic.edu/depts/hr/ahr/index.html

Maintains the official files of UIC employees (academic and civil service); serves as a source for verifying eligibility of leaves; processes **PITR**.

312-413-3490

Benefits Center

http://www.uic.edu/depts/hr/benefits/index.html

Administers the benefits program and processes employees on Leaves of Absence. Provides notification to CMS for direct billing of insurance premiums.

312-996-6471

Information and Employment Center

http://www.uic.edu/depts/hr/hrsc/index.html

Assists with accessing and navigating DART, NESSIE, TIGER, UOHR, and BANNER.

312- 413-4848

Labor & Employee Relations

http://www.uic.edu/depts/hr/relations/relations.html

Provides services in the areas of labor/management relations, which includes counseling civil service employees on employment policies and rules as established by the University and Civil Service.

312-355-3055

Other Departments:

Office of Faculty Affairs – HR	
http://www.uic.edu/depts/oaa/oaahome.html	**312-355-2412**
Develops and oversees academic policies pertaining to **Faculty** Leaves of Absence.	
Decision Support:	
http://www.ds.uillinois.edu/default.asp	
Support integrated and secured management reporting; provides the infrastructure and services to access data and documentation.	**312-996-4806**
Maintains the Data Warehouse environment for data access and reporting.	
University Payroll:	
https://www.obfs.uillinois.edu/obfshome.cfm	**866-476-3586**
Provides services pertaining to earnings, and deductions with regards Leave of Absence.	