General Leave Processing

Who initiates the leave process? What approvals and supporting documentation are needed and by whom?	Typically the employee and the unit initiate the leave process. The employee must submit the appropriate leave application (FMLA or VESSA) to their supervisor for approval. Supporting documentation varies by the type of leave.
Is the Unit responsible for tracking leave or does Central HR do this?	Home units complete the PEAFMLA (if an eligible FMLA leave) and PZAELOA Banner forms to track the leave. If the leave is a partial-pay or unpaid, the home unit initiates a PITR or other required forms of documentation for that unit/campus and routes it to any other units that hold a job from which the employee is also taking partial pay or unpaid leave. The home unit then forwards the PITR or form to Central HR or the appropriate service center, who enters the information on NBAJOBS.
What happens if the leave tracking form isn't kept updated when employees go on and return from leave?	Leave tracking is an important part of making sure employees receive their leave benefits. It's also important in managing the interaction between leave and other employment benefits, e.g., tenure, and seniority. Missing or out-dated information may result in the incorrect calculation of benefits that are affected by leave.
What are valid leave categories?	The listing of valid leave categories can be found at https://nessie.uihr.uillinois.edu/pdf/Banner/JobAid_LeaveCat.pdf.
Can an employee go on a partial leave from a job? Can an employee go on a full or partial leave from one job but not from another?	Yes, an employee can go on partial leave from a job. Employees with more than one job can take partial or full leave from one job but not from another.
How are default earnings codes determined for full and partial leaves?	For monthly and exempt CS employees going on partial-pay leave, the default earnings codes on the NBAJOBS record (Default Earnings window) will be overridden/updated by the Central HR person entering the leave record into NBAJOBS. For monthly and exempt CS employees going on full leave (unpaid), the Status on the NBAJOBS record will be changed to "Leave w/o Pay, w/o Ben" and this will stop all default earnings.
Which Leaves of Absence need to be processed and tracked under LOA processing requirements, e.g., Vacation and Sick Leave vs. Military leaves, Educational leaves?	The following leaves are processed and tracked under LOA requirements: Administrative leave, Medical leave, SURS disability leave, Chancellor's leave, Military leave, FMLA leave, VESSA leave, Partial SURS disability leave, Educational leave, Personal leave, and Worker's Compensation leave. Vacation and sick leave are tracked in time reporting or AVSL reporting, unless vacation and/or sick leave is used in conjunction with leaves requiring LOA tracking, such as FMLA or disability.
How does processing and tracking leaves differ between monthly paid and bi-weekly paid employees?	There are differences for tracking leaves for monthly and bi-weekly employees. Additionally, there may be differences between campuses on the leave process by employee group. However, all Units update the PZAELOA form (the Employee Leave of Absence form) for all leaves except sabbatical and paid FMLA leaves; and the PEAFMLA form (the Employee FMLA information form) when the leave is an FMLA leave. For leave processing information for your campus, please contact your campus HR office.

If a Unit initiates a LOA or a return from LOA using the PITR, what PITR fields need to be completed? How does this differ between unpaid, partially paid, and full paid LOAs?	In completing a PITR for an LOA, it is important to: ▪ Verify the data in the Employee Information section and make appropriate corrections. ▪ Complete the Job Information section, including the Job Appointment % to indicate the percentage of the Job FTE that the employee is working during the LOA if the leave is with partial pay/with benefits. ▪ Complete the Leave of Absence Information section. ▪ Review/verify the Family and Medical Leave section for accuracy. Submit changes to FMLA in the FMLA section under Additional Position/Job Information. ▪ Repeat steps 2 - 4 for all additional positions/jobs for which the employee is taking leave in the Additional Position/Job Information section. ▪ The process is the same for all types of leaves. However, some fields will need to be completed differently if the leave is paid, partially paid, or unpaid.
What steps must a unit take when an employee returns from a leave of absence? How is leave-tracking information updated? How are prior service adjustments and tenure information updated?	To return an employee from leave, the Unit completes and submits a PITR or other required forms of documentation for that unit/campus to HR for entry into Banner. The Leave of Absence information and Family and Medical Leave (if applicable) information is completed, as well as the PEAFACT section for sabbatical leaves. The Unit then updates the PZAELOA form and the PEAFMLA form (if appropriate) to accurately track the leave. The Campus Provost offices and the HR offices handle tenure information and prior service adjustments, respectively.
Is there any documentation that is required for employees who are going on leave?	Yes, documentation is required and varies by the type of leave requested. Please refer to NESSIE for information about specific types of leave: https://nessie.uihr.uillinois.edu/cf/leave/index.cfm.
When do I adjust the appointment percent within Banner for an employee who has gone on leave?	Departments will only adjust the Job Appointment % in the Job Information section of the PITR form when the leave taken is With Partial Pay/With Benefits. The value to enter is the % of the Job FTE the employee is working during the leave of absence. For example, if the employee is taking a 40% leave, the Job Appointment % is 60%. For all other leave types (With Pay, With Benefits; Without Pay, Without Benefits; Without Pay, With Benefits), the Job Appointment % is not adjusted.
Is it necessary to adjust the salary rate fields for an individual who is going on leave without pay or partial leave without pay?	Yes, for leaves with partial pay or unpaid only, units will adjust the Rate field for Civil Service or the Annual Salary field for Academic employees. Additionally, the Hours per Day field should be adjusted.
Do I need to adjust the FTE field for an employee who is going on full or partial leave?	No. The Job FTE field is not adjusted for an employee going on leave. The Job Appointment % is adjusted only when the leave taken is With Partial Pay/With Benefits.
What fields do I need to complete within Banner for an employee who is going on leave?	Units will complete fields in Banner on the PZAELOA form. These fields are: ▪ Action Date ▪ Leave Type ▪ Leave Requested From and To ▪ Approved Leave Begin and End ▪ Expected Return Date ▪ Last Day of Work (the last day the employee actually worked) ▪ Last Day in Pay Status (the last day the employee was paid, regardless of how, e.g., sick, vacation) ▪ Actual return date ▪ Comments ▪ Commitment Fulfillment (only for educational leaves) ▪ Fulfillment due date and fulfillment date ▪ Percent of Leave ▪ Regular FTE (the FTE being held for the employee)

FMLA Leave and Processing

Which Banner forms are used to track FMLA leave?	The Employee FMLA Information form (PEAFMLA) will be used to track all relevant dates, eligibility, leave reasons, and other information related to the leave itself. Actual FMLA hours used will be tracked through the use of Earnings Codes in payroll. There is an additional tool within DART that can be used by units to calculate and track individual employee FMLA hours used for any given 12 month period.
Who enters information about FMLA leave into Banner?	The Home Department/Unit will be responsible for tracking FMLA information on the PEAFMLA form in Banner.
How is the FMLA year begin date determined?	The FMLA year begin date is the date of the first FMLA qualifying event in the previous 12 month period for that employee. Each employee will have their own FMLA year begin date based on their qualifying event(s). In Banner, this date defaults to the date the information is entered in PEAFMLA and will need to be changed if this is not the start of the FMLA event.
How is the FMLA year end date determined?	The FMLA year end date defaults in after the FMLA year begin date is entered. This date is the same day and month as the FMLA year begin date, one year later.
How often should information be updated in PEAFMLA?	Departments/Units should update the PEAFMLA form at the beginning and end of the FMLA leave.
What is the difference between the FMLA year begin and end dates and the Leave begin and end dates?	Employees may be on FMLA leave at different times during their FMLA year for different qualifying reasons. The FMLA year begin dates are based on the first qualifying event in the previous 12 month period for that employee. The leave begin and end dates are based on the current qualifying event for which the employee is on leave. The leave begin date is the first day the employee was not working and on leave. The leave end date is the last day the employee was on leave before returning to work.
How do I designate FMLA in payroll for Civil Service employees?	The following earnings codes are used in payroll to designate a leave as FML for Civil Service employees: - Family Leave Vacation - Family Leave Vacation (rdg) - Family Leave Sick - Family Leave Sick (rdg) - Family Leave Unpaid - Family Leave Work Comp - Family Leave Disability - Family Leave Parental - Family Leave Parental (rdg) - Family Leave Holiday - Family Leave Holiday (rdg) - Family Leave Floating Holiday - Family Leave Floating Holiday (rdg) - FMLA/VESSA Leave Vacation - FMLA/VESSA Leave Vacation (rdg) - FMLA/VESSA Leave Sick - FMLA/VESSA Leave Sick (rdg) - FMLA/VESSA Leave Unpaid - FMLA/VESSA Leave Unpaid (rdg) - FMLA/VESSA Leave Holiday - FMLA/VESSA Leave Holiday (rdg) - FMLA/VESSA Leave Floating Holiday - FMLA/VESSA Leave Floating Holiday (rdg)

How do I designate FMLA in payroll for Academic Professional employees?	FMLA leave is not recorded in payroll for Academics at this time; it is only recorded on the PEAFMLA and PZAELOA forms (for unpaid and partial paid FMLA leaves) in Banner.
If sick leave used is charged toward FMLA for Civil Service staff, how should data be entered into the system?	When entering the sick leave or vacation time used toward FMLA, the *FMLA Sick* or *FMLA Vacation* earnings codes will be selected to designate the leave as FMLA. This is selected via earnings codes in the web time entry application or through the PHATIME Banner form for department time entry. This allows the time to be appropriately charged to the employee's vacation and/or sick leave balances.
What status codes are used for tracking FMLA on PEAFMLA?	Units/Departments may indicate the status of an FMLA leave using one of the following: - Requested - the employee has requested to take FMLA leave and has completed the appropriate paperwork. - Pending Approval - the unit designee is in the process of reviewing the FMLA paperwork to determine approval or denial. - Approved - the FMLA leave has been approved by the unit designee. - Denied - the FMLA leave has been denied by the unit designee because it is not an eligible FMLA qualifying event, the employee has exhausted his/her 12-week FMLA entitlement for that FMLA year, or the employee is not eligible for FMLA based on eligibility requirements.
What is the status date field on the PEAFMLA form?	The status date should be the same as the leave begin date.
How do you designate a partial FML?	On the second block of the PEAFMLA form, there is a field for the unit to complete titled *Actual Back to Work Info.* If the employee is on partial FMLA leave, the unit will check the part-time status in this field.
How does intermittent leave work for FMLA leave?	Intermittent leave is leave that is taken in separate blocks of time for a single qualifying event. The intermittent leave must be medically necessary, can be planned or unplanned, and the shortest leave increment is the shortest period of time designated in the payroll system.
How do you designate intermittent FMLA leave?	To designate an FML as intermittent, do not complete the Scheduled Back to Work Date field and the Percent of Leave field on PEAFMLA. Leave these fields blank.
What are the three events that qualify as an approved FMLA leave?	- Birth/Adoption/Foster Care of a Child - Serious Health Condition of a Child, Parent, or Spouse - Personal Serious Health Condition
What constitutes a "serious health condition"?	A serious health condition is an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider and that results in a period of incapacity.
Who is considered a "health care provider"?	A health care provider may be any of the following: - Doctors of medicine or osteopathy - Podiatrists, dentists, clinical psychologist, optometrists and chiropractors - Nurse practitioners, nurse-midwives, clinical social workers, and physician assistants - Christian Science practitioners - Any healthcare provider recognized by the University or State health plan

What is a "period of incapacity"?	A period of incapacity may be: • Hospital stay that involves any overnight stay in a hospital or residential medical care facility and subsequent treatment, including surgery, post-surgery doctors exam, and post-surgery physical therapy session. • More than three (3) consecutive calendar days and either involves treatment two or more times by a health care provider or involves treatment one time by a health care provider followed by continuing regimen of treatment. • Any period of incapacity for pregnancy and parental care, chronic conditions, conditions requiring multiple treatments, and permanent/long term conditions.
When may a unit ask for recertification to continue FMLA leave?	For a block of time leave, recertification is not allowed during the timeframe provided in the medical certification. For intermittent leave, recertification is allowed every 30 days but only in conjunction with an absence. Recertification is required for intermittent leave requests each year at the beginning of the employee's 12-month FMLA period.
Which types of paid leaves can be used to continue in pay status while on FMLA leave?	In order to continue in pay status while on FMLA leave, employees may use the following: • Vacation Leave • Sick Leave • Parental Leave (for birth or adoption) • Holiday • Floating Holiday
May the employer designate a leave as FMLA leave?	Yes, if the employer has reason to believe that an absence may be due to an FMLA qualifying reason, the employer may designate the leave as FMLA leave. Before doing so, the unit should consult with the campus HR office to ensure proper designation and compliance with the law.
If an employee is on disability, is this counted toward the 12-week FMLA entitlement?	Yes, when an employee files for disability, the unit should immediately designate the absence as FMLA leave.
If an employee is on parental leave, is this counted toward the 12-week FMLA entitlement?	Yes, when an employee requests parental leave, the unit should designate the absence as FMLA leave. Parental leave is requested via the FMLA application, if the employee is eligible for FMLA.
Who has the authority to approve or deny an FMLA leave?	The Unit designee (typically the supervisor or manager) has the authority to approve or deny an FMLA leave. Assistance is sought from the central HR offices when needed.
How is approval or denial of an FMLA leave reflected in Banner?	Approval or denial is indicated on the first block of the PEAFMLA form under Status/Reason Information.
Are there additional forms or paperwork required by employees or departments to request an FMLA leave?	Yes, employees are required to submit an FMLA Application to their supervisor when requesting FMLA leave. Medical certification may also be required under certain circumstances. For application and eligibility information, go to the Leave section of NESSIE at https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1288&rlink=1194.

VESSA Leave and Processing

What is VESSA?	VESSA is the State of Illinois Victims Economic Security and Safety Act that grants employees who are victims of domestic or sexual violence up to 12 workweeks of leave to maintain financial independence necessary to leave abusive situations and to protect the civil and economic rights of employees who are victims of domestic or sexual violence and employees with a family or household member who is a victim.
What constitutes "domestic or sexual violence?"	Domestic violence includes acts or threats of violence, not including acts of self defense, as defined in subdivision (3) of Section 103 of the Illinois Domestic Violence Act of 1986, sexual assault, or death to the person, or the person's family or household member, if the conduct causes the specific person to have such distress or fear. Sexual assault means any conduct proscribed by the Criminal Code of 1961 in Sections 12-13, 12-14, 12-14.1, 12-15, and 12-16. Stalking means any conduct proscribed by the Criminal Code of 1961 in Sections 12-7.3 and 12-7.4.
What are the three events that qualify as an approved VESSA leave?	The three events that qualify as an eligible VESSA event are: ▪ 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. ▪ 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.
How do you define "household member?"	Household member is defined as any person(s) jointly residing in the same household.
I have an employee that has been off work intermittently for a VESSA related incident since September 2003. When should I start counting her time against the 12-week VESSA entitlement?	Since the Act was effective August 25, 2003, you should count any eligible VESSA leave time taken as of that date as part of the 12-week entitlement.
How is the VESSA year begin date determined?	The VESSA year begin date is the date of the first VESSA qualifying event in the previous 12 month period for that employee. Each employee will have their own VESSA year begin date based on their qualifying event(s).
How is the VESSA year end date determined?	The VESSA year end date is the same day and month as the VESSA year begin date, one year later.
How does intermittent leave work for VESSA?	Intermittent leave is leave that is taken in separate blocks of time for a single qualifying event. The intermittent leave can be planned or unplanned, and the shortest leave increment is the shortest period of time designated in the payroll system.
Which types of paid leaves can be used to continue in pay status while on VESSA leave?	In order to continue in pay status while on VESSA leave, employees may use the following: ▪ Vacation Leave ▪ Sick Leave ▪ Holiday ▪ Floating Holiday

May the employer designate a leave as VESSA leave?	Yes, if the employer has reason to believe that an absence may be due to a VESSA qualifying reason, the employer may designate the leave as VESSA leave. Before doing so, the unit should consult with the campus HR office to ensure proper designation and compliance with the law.
If an employee is on disability due to a VESSA related incident, is this counted toward the 12-week VESSA entitlement?	Yes, when an employee files for disability related to a VESSA event, the unit should immediately designate the absence as VESSA leave.
Who has the authority to approve or deny a VESSA Leave?	The Unit designee (typically the supervisor or manager) has the authority to approve or deny a VESSA leave. Assistance is sought from the central HR offices when needed.
Are there additional forms or paperwork required by employees or departments to request a VESSA Leave?	Yes, employees are required to submit a VESSA Application to their supervisor when requesting VESSA leave. Certification issued by the employee's or family members health care provider shall be required to support a request for unpaid VESSA leave for a serious health condition as outlined in University Family and Medical Leave policies. For application and eligibility information, go to the Leave section of NESSIE at https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1288&rlink=1194.
Does VESSA leave run concurrently with FMLA leave, or is it in addition to the 12-week FMLA entitlement?	VESSA leave runs concurrently with FMLA leave when the reason for VESSA leave also qualifies as an FMLA event, such as a serious health condition. If the VESSA leave is taken for reasons other than an FMLA qualifying event, the 12-week VESSA leave entitlement is in addition to the 12-week FMLA entitlement.
If I am eligible for VESSA leave, does that mean I am also eligible for FMLA leave?	No, VESSA leave and FMLA leave have two different eligibility criteria. The only requirement to be eligible for VESSA leave is that you must be a University employee receiving compensation. Based on eligibility criteria, Extra Help employees, students, and Academic Hourlies are eligible for VESSA leave. To be eligible for FMLA leave, you must have worked 1250 hours in the last 12 months and have worked at the University for one year.
What types of documentation are acceptable to verify VESSA eligibility?	Employees may use any of the following forms of documentation when applying for VESSA leave: ▪ A sworn statement of the employee (completion of the VESSA application with the employee's signature satisfies this requirement); and, ▪ 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.
How do I know when to count VESSA leave time as also FMLA leave?	If the VESSA leave is for a serious health condition of the employee or employee's immediate family member as defined in the Family and Medical Leave policies, then the leave time should be counted towards both VESSA and FMLA leave. The leave should be tracked on both the PZAELOA and PEAFMLA forms in Banner and the VESSA/FMLA earnings codes should be used. These include: ▪ FMLA/VESSA Leave Vacation ▪ FMLA/VESSA Leave Vacation (rdg) ▪ FMLA/VESSA Leave Sick ▪ FMLA/VESSA Leave Sick (rdg) ▪ FMLA/VESSA Leave Unpaid ▪ FMLA/VESSA Leave Unpaid (rdg) ▪ FMLA/VESSA Leave Holiday ▪ FMLA/VESSA Leave Holiday (rdg) ▪ FMLA/VESSA Leave Floating Holiday ▪ FMLA/VESSA Leave Floating Holiday (rdg)

How much notice in advance must an employee give the employer when requesting VESSA leave?	The employee shall provide the supervisor with 48 hours notice in advance, unless providing such notice is not practicable. Certification should be provided within a reasonable period of time after the unscheduled absence occurs.
Which Banner forms are used to track VESSA?	The PZAELOA form will be used to track all relevant dates, leave reasons, and other information related to the leave itself. Actual VESSA hours used will be tracked through the use of Earnings Codes in payroll.
Who enters information about VESSA into Banner?	The Home Department/Unit will track and enter VESSA information on the PZAELOA form in Banner.
How is approval or denial of a VESSA leave reflected in Banner?	There is no way of indicating approval or denial status in Banner for VESSA leave. Units should maintain their own records for these purposes.
If sick leave used is charged toward VESSA, how should data be entered into the system?	Since sick leave can only be used for illness or injury, the use of sick leave for VESSA leave would mean the employee's leave also qualifies as an FMLA event. When entering the sick leave or vacation time used toward FMLA, the *FMLA/VESSA Sick* or *FMLA/VESSA Vacation* earnings codes will be selected to designate the leave as FMLA. This allows the time to be appropriately charged to the employee's vacation and/or sick leave balances.
How do I designate VESSA leave in payroll for Civil Service employees?	The following earnings codes are used in payroll to designate a leave as VESSA for Civil Service employees: ▪ VESSA Leave Vacation ▪ VESSA Leave Vacation (rdg) ▪ VESSA Leave Sick ▪ VESSA Leave Sick (rdg) ▪ VESSA Leave Unpaid ▪ VESSA Leave Unpaid (rdg) ▪ VESSA Leave Holiday ▪ VESSA Leave Holiday (rdg) ▪ VESSA Leave Floating Holiday ▪ VESSA Leave Floating Holiday (rdg) ▪ FMLA/VESSA Leave Vacation ▪ FMLA/VESSA Leave Vacation (rdg) ▪ FMLA/VESSA Leave Sick ▪ FMLA/VESSA Leave Sick (rdg) ▪ FMLA/VESSA Leave Unpaid ▪ FMLA/VESSA Leave Unpaid (rdg) ▪ FMLA/VESSA Leave Holiday ▪ FMLA/VESSA Leave Holiday (rdg) ▪ FMLA/VESSA Leave Floating Holiday ▪ FMLA/VESSA Leave Floating Holiday (rdg)
How do I designate VESSA leave in payroll for Academic Professional employees?	VESSA leave is not recorded in payroll for Academics at this time, it is only recorded in Banner on the PZAELOA form.