

UNIVERSITY OF ILLINOIS

SHARED BENEFIT PROGRAM – REQUEST FOR SICK LEAVE CREDIT

An employee who has donated at least one full day of benefit leave to a sick leave pool under the Shared Benefits Program may request sick leave from the pool when a disability claim is pending with SURS. Academic staff who do not have a disability claim pending before SURS may also apply when experiencing a catastrophic illness or injury. ***ONLY EMPLOYEES WHO HAVE DONATED TO THE POOL ARE ELIGIBLE TO REQUEST SICK LEAVE FROM THE POOL.***

TO BE COMPLETED BY EMPLOYEE REQUESTING SICK LEAVE					
NAME:				DATE:	
UIN#:		CLASSIFICATION/TITLE:			
HAVE APPLIED FOR DISABILITY THROUGH SURS: Yes _____ No _____		ACADEMIC _____ SUPPORT STAFF _____			
		EMAIL:			
		DEPARTMENT:			
HOME ADDRESS:			HOME PHONE:		
A physician's statement describing the severity of the illness or injury, the date it began and probable duration must be attached. Under the Shared Benefits policy, the request cannot be approved without this statement. Yes, a Physician's Statement is attached _____ The information provided in this request has been answered honestly and to the best of my ability.					
NUMBER OF DAYS REQUESTED:		_____ SIGNATURE OF PERSON MAKING REQUEST/DATE IF REQUESTOR IS OTHER THAN THE EMPLOYEE, PLEASE INDICATE RELATIONSHIP			
TO BE COMPLETED BY THE HUMAN RESOURCES OFFICE					
NON-COMPENSABLE SICK LEAVE BALANCE:	COMPENSABLE SICK LEAVE BALANCE:	VACATION BALANCE:	PERCENT TIME:	DONATION FROM SICK LEAVE: _____	NUMBER OF DAYS APPROVED FOR TRANSFER:
				DONATION FROM VACATION: _____	
EMPLOYEE WORK ADDRESS:		DEPARTMENTAL CONTACT:			NUMBER OF DAYS USED:
		ADDRESS:	PHONE:		
APPROVED: _____ DENIED: _____ HR SIGNATURE _____ DATE _____					DAYS REVERTING TO POOL:
REASON(S) IF DENIED					

Return this form to the appropriate Human Resources Office:

UIUC
Support Staff: Staff Human Resources, 52 E. Gregory
Champaign, IL 61820, MC-562
Phone: 217/333-3105

UIC
UIC HR Service Center
715 S. Wood Street, Room 401
Chicago, IL 60612-7220 MC –
900 Phone: 312/413-3490

UIS
Department of Human Resources
K-30, P.O. Box 19243
Springfield, IL 62794-9243
Phone: 217/206-6652

Academic Staff: Academic Human Resources
807 S. Wright St., Suite 420
Champaign, IL 61820, MC-310
Phone: 217/333-6747

University Administration : Employee Relations and Human Resources
271 Henry Administration, 506 S. Wright Street
Urbana, IL 61802
Phone: 217/333-2600