New Employee Orientation

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ERHR

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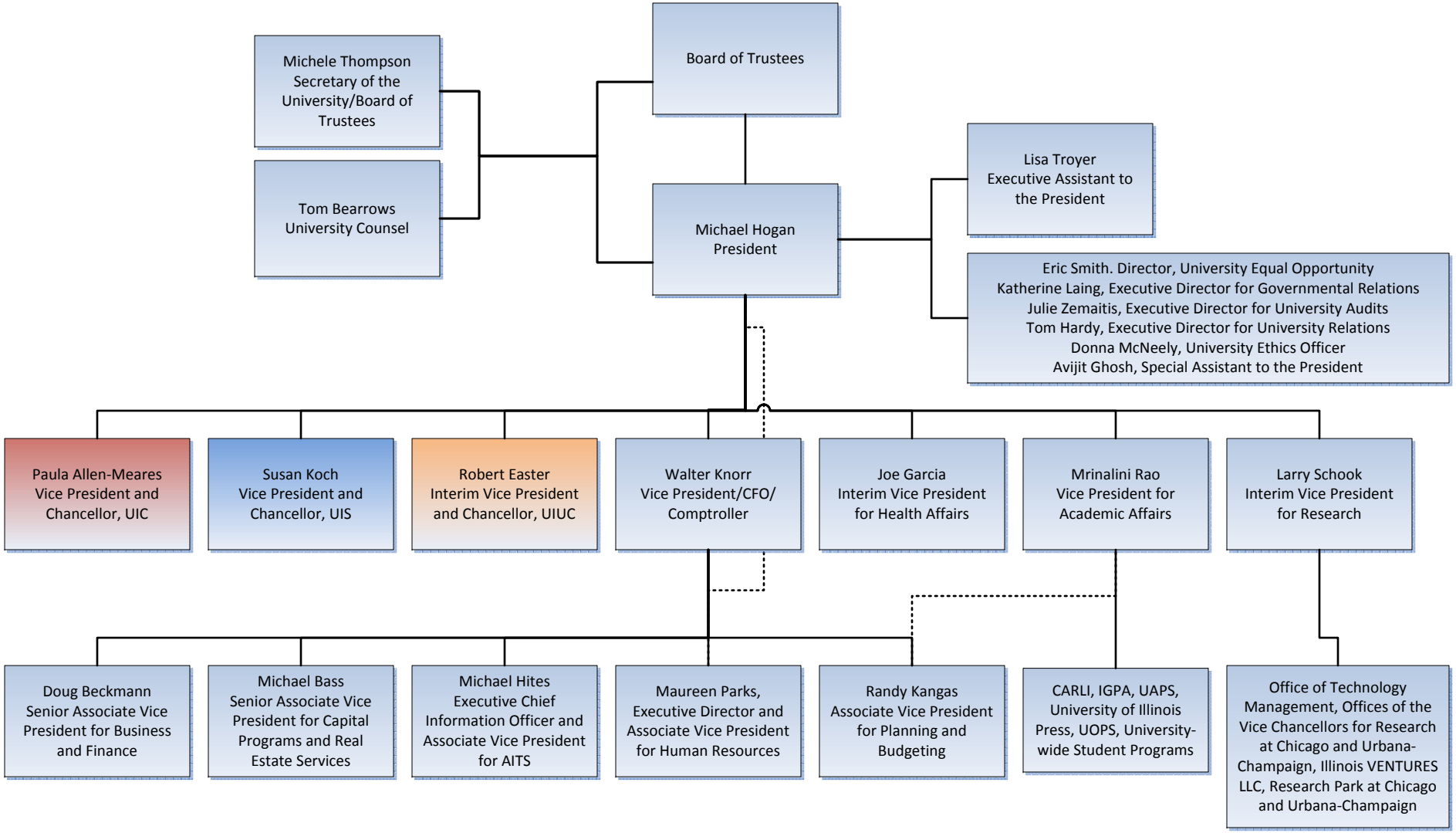
UA Structure

University Administration



University Administration Offices

President's Office

Michael J. Hogan, President

The President is the chief executive of the University of Illinois system, which is comprised of three site-specific campuses in Urbana-Champaign, Chicago and Springfield as well as the Global Campus, a online education program. The president has oversight of a budget of almost $4 billion, which includes more than $1.1 billion in state support and about $615 million in separately funded research.

A specialist in post-World War II diplomatic history and the Cold War, Hogan succeeds President Stanley O. Ikenberry. A Midwest native, Hogan brings to the University experience from a four-decade career in public higher education that has included progressively senior administrative appointments at The Ohio State University and the University of Iowa before joining UConn in 2007. He holds degrees from the University of Northern Iowa and the University of Iowa.

Office of University Counsel

Thomas Bearrows, University Counsel

The Office of University Counsel provides legal advice and representation to the University of Illinois, its trustees, administrators, employees, university related organizations, and other agents of the University who have legal concerns arising out of their official University responsibilities.

Faculty, staff or students with legal questions of a personal nature are generally not eligible for representation by the University Counsel. Likewise, the Office of University Counsel cannot provide legal advice or representation to employees who have claims adverse to the University.

Office of University Audits

Julie Zemaitis, Executive Director

The mission of the Office of University Audits is to protect and improve the University and its related organizations through independent, objective assurance and consulting services that evaluate the effectiveness of risk management, internal control, and governance processes.

University Audits reports functionally to the President and to the Budget and Audit Committee and administratively to the Vice President and Chief Financial Officer. The Office assists all levels of administration in the achievement of University goals and objectives by striving to provide a positive impact on the efficiency and effectiveness of administrative functions.

University Ethics Office

Donna McNeely, University Ethics Officer

The mission of the University Ethics Office is to be a partner, educator, and source of specialized guidance for the employees of the University and works with leaders of the University to promote compliance and the stewardship of University resources and other assets.

Responsibilities:

The University Ethics Office is the designated liaison to receive and, as necessary, coordinate and/or refer the investigation of allegations of fraud, waste, abuse, mismanagement, misconduct, or other violations of the State Officials and Employees Ethics Act. The University Ethics Office also responds to and conducts follow-up on inquiries received electronically and via the internally managed Toll-free Ethics Help Line. Furthermore, the University Ethics Office annually administers both the mandatory ethics training and the Statement of Economic Interests filing process.

To help meet University goals and state and federal requirements, the University Ethics Office is designed to reduce unethical or illegal behavior of University employees, while improving:

- employee decision making;
- employee commitment;
- the University work environment; and
- reputation and image.

Office of Governmental Relations

Michael Bass, Interim Executive Director

The Governmental Relations office serves as the University of Illinois liaison to members of the Illinois Congressional Delegation, the Illinois General Assembly, the Office of the Governor, agencies of the federal and state governments, key local officials and major higher education associations.

Office for University Relations

Thomas Hardy, Executive Director

The Office for University Relations (OUR) is the University-wide resource for:

- Developing and executing strategic communications programs designed to gain and sustain public support of the University.
- Providing public affairs, marketing and planning assistance to the president, trustees, executive officers and others in University-wide offices.
- Working with the three campuses - Chicago, Springfield and Urbana - to coordinate efforts and ensure the consistent application of the University's image and messages.
- Managing requests under the Illinois Freedom of Information Act.

OUR has offices in Chicago and Urbana. Our serves a the primary point of contact for media, responds to Illinois Freedom of Information Act (FOIA) requests to central administration units, issues news releases, produces reports and other publications, prepares a daily news summary, maintains the graphic standards for the University wordmark, maintains and develops, information for the University of Illinois home page, including the spotlights at the top of the page.

Vice President/Chief Financial Officer and Comptroller

Walter Knorr

Office of the Vice President and Chief Financial Officer has management oversight and responsibility for all financial functions and oversees ll revenues, costs, capital expenditures, investments and debt. The vice president/CFO also serves as comptroller of the university, treasurer of the University of Illinois Foundation and as an ex officio member of the University of Illinois Alumni Association board of directors.

The Office of the CFO is responsible for university-wide budget execution and implementation. In conjunction with the Vice President for Academic Affairs, the CFO develops the budget for the university.

Reporting units include:

- Business and Financial Services
  - Accounting & Financial Reporting
  - Budgeting
  - Business Travel
  - Grants & Sponsored Projects
  - iBuy (online purchasing)
  - P-Card
  - Payments to Foreign Nationals
  - Payments to Vendors and Students
  - Payroll & Earnings
  - Purchases
  - Reimbursements to Employees
  - Training Center
- Facilities Planning and Programs, including capital programs and utilities
- University Auditor
- AITS
- CARLI
- Decision Support
- HR
- Planning & Budgeting

Office of Business and Financial Services

Doug Beckmann, Senior Associate Vice President for Business and Finance

The Office of Business and Financial Services (OBFS) supports the business and financial operations of the University and assists units in their daily operations. OBFS serves the University community on all three campuses.

Administrative Offices of the Senior Associate Vice President

- Business Information Systems (BIS)
- Cash Management
- Capital Finance
- Risk Management
- i-card Operations/Identity Management
- Agricultural Property Services
- University Investments
- Foundation Investments
- Tax Compliance and Analysis
- Strategic Planning Coordination
- Training, Performance Development, and Communications
- Business & Financial Policies and Procedures

Mike Bass, Executive Assistant Vice President for Business and Finance - Urbana

- Accounting & Financial Reporting
- Administrative Planning, Budget and Financial Analysis
- Purchasing and Contracting Administration
- Research Grant and Contract Administration
- Real Estate
- Business Manager Relations
- External Relations
- Strategic Procurement
- Accounts Payable
- Procurement/Travel Card Operations
- Payroll
- Benefits

Heather Haberaecker, Executive Assistant Vice President for Business and Finance - Chicago

- Administrative Planning, Budget and Financial Analysis
- Purchasing and Contracting Administration
- Research Grant and Contract Administration
- Real Estate
- Fiscal Officer Relations
- Medical Center Financial Analysis and Support
- Compliance Audit

Michael Bloechle, Interim Chief Business Officer for Business and Finance - Springfield

- Administrative Planning, Budget and Financial Analysis
- Purchasing and Contracting Administration
- Research Grant and Contract Administration
- Real Estate
- Business Manager Relations
- Student Financial Services and Cashier Operations

Office of Capital Programs and Real Estate Services

Michael Bass, Associate Vice President

The Office for Capital Programs and Real Estate Services responsibilities include campus master planning, design guidelines, consultant selection, project design, capital delivery oversight, capital performance measurement/audit, front-end contract documents, auxiliary facilities services oversight, liaison with the Capital Development Board, and coordination/presentation of all capital-related agenda items for the Board of Trustees and its committees. Areas of responsibility include:

Strategic Planning

- Co-coordinate consultant selections.
- Coordinate interactive capital planning efforts to establish development and design guidelines.
- Maintain master plans and design guidelines.
- Review and present capital project designs and site selections to the Board of Trustees.

Tools and Rules

- Establish templates, guidelines, standards, and procedures for the uniform execution of capital projects.
- Establish and maintain project management systems for uniform data reporting of capital projects (FCPWeb & PRZM™).
- Establish and maintain a University of Illinois capital web site.
- Establish and maintain a "Procurement of Work" web site.

Measures and Benchmarks

- Establish capital performance measures and benchmark goals.
- Receive, interpret, and report data received from campuses' capital units.

Coordination and Oversight

- Establish and review capital delivery process.
- Auxiliary services facility audit and overview.
- Board of Trustees (and Buildings & Grounds Committee) capital agenda items.
- Administrative coordination with State of Illinois Capital Development Board.

Office of the Vice President for Academic Affairs

Mrinalini Rao, Vice President for Academic Affairs

The Office of the Vice President for Academic Affairs (VPAA) is responsible for defining and shaping strategic academic priorities and directions of the university, providing advice on academic policy issues and supporting academic initiatives.

Reporting offices include:

- Institute of Government and Public Affairs
- University of Illinois Press
- University-wide Student Programs Office

Office of the Vice President for Technology and Economic Development

Avijit Ghosh, Vice President for Technology and Economic Development

The Office of the Vice President for Technology and Economic Development (OVPTED) oversees and facilitates the transfer and commercialization of University-based technologies and intellectual properties. The OVPTED seeks to support the growth and development of Illinois' high-technology economy while strengthening the University's premier education and research programs.

The goal of the University is to provide every opportunity for faculty, staff and students to realize the commercial potential of their research results. This is accomplished through a seamless system of support services that guide a technology or innovation from initial disclosure to patent protection, marketing, licensing and, if appropriate, new company start-up.

Reporting offices include:

- Office of Technology Management (OTM) – UIUC and UIC campuses
- Illinois Ventures
- Enterprise Works

Affiliated University Administration Offices

Board of Trustees

The University of Illinois Board of Trustees consists of thirteen members, eleven who have official votes. Nine are appointed by the Governor for terms of six years, and three student trustees (one from each campus) are elected by referenda on their campuses for one-year terms. One of these student trustees is appointed by the Governor to have an official vote. The Governor serves as an ex officio member.

- Honorable Pat Quinn, Governor
- Frances G. Carroll, Chicago
- Karen Hasara, Springfield
- Carlos Tortolero, Berwyn
- Timothy N. Koritz, Roscoe
- James D. Montgomery, Chicago
- Lawrence Oliver II, Orland Park
- Christopher G. Kennedy, Kenilworth
- Edward L. McMillan, Greenville
- Pamela B. Strobel, Winnetka

University of Illinois Alumni Association

The University of Illinois Alumni Association is an independent, not-for-profit, membership-based organization. UIAA connects alumni to the University of Illinois and each other, mobilize alumni support for the University, and provide valuable benefits, services and resources. Among the 550,000 alumni of the University, UIAA members are a select group that cares most about the welfare and future of the University of Illinois and its alumni community. Members of UIAA may use their official UIAA Membership Card for special services, benefits and discounts available only to members.

University of Illinois Foundation

The University of Illinois and its Foundation (UIF) work together to secure private gifts that will help create consistent excellence in teaching, research and public engagement, the cornerstones of our land-grant legacy. The largest and most ambitious campaign in the University's history, the $2.25 billion Brilliant Futures Campaign is about advancing the University's mission and the strategically planned goals that bring that mission to life.

Employment Information

*NOTE: ANA - Current Pay Period Adjustments due by 5:00 P.M. on the Calc Date
*NOTE: dates subject to change due to holiday schedule

University of Illinois Payroll Schedule

Pay Year	# of Work Days	Pay ID	Pay Number	BEGIN AND ENDING DATES			Job Change System Cut-off *	UIC HRFE DUE	UIS PITR DUE	UIUC HRFE TRANS DUE	Calc Date *ANA Current Adj	Pay Date	Monthly AVSL	Feeder File InBound Due	Feeder File Load Date
2011		BW	1	12/12/2010	thru	12/25/2010	12/26/2010	12/17/2010		12/17/2010	12/28/2010	1/5/2011		12/26/2010	12/27/2010
2011	22	MN	1	12/16/2010		1/15/2011		12/20/2010		12/20/2010	1/10/2011	1/14/2011			
2011		BW	2	12/26/2010		1/8/2011	1/9/2011	1/3/2011		1/3/2011	1/11/2011	1/19/2011		1/9/2011	1/10/2011
2011		BW	3	1/9/2011		1/22/2011	1/23/2011	1/14/2011		1/14/2011	1/25/2011	2/2/2011		1/23/2011	1/24/2011
2011	22	MN	2	1/16/2011		2/15/2011		2/1/2011		1/28/2011	2/10/2011	2/16/2011			
2011		BW	4	1/23/2011		2/5/2011	2/6/2011	1/28/2011		1/28/2011	2/8/2011	2/16/2011		2/6/2011	2/7/2011
2011		BW	5	2/6/2011		2/19/2011	2/20/2011	2/11/2011		2/11/2011	2/22/2011	3/2/2011		2/20/2011	2/21/2011
2011		BW	6	2/20/2011		3/5/2011	3/6/2011	2/25/2011		2/25/2011	3/8/2011	3/16/2011		3/6/2011	3/7/2011
2011	20	MN	3	2/16/2011		3/15/2011		3/1/2011		2/25/2011	3/10/2011	3/16/2011			
2011		BW	7**	3/6/2011		3/19/2011	3/20/2011	3/11/2011		3/11/2011	3/22/2011	3/30/2011		3/20/2011	3/21/2011
2011		BW	8	3/20/2011		4/2/2011	4/3/2011	3/25/2011		3/25/2011	4/5/2011	4/13/2011		4/3/2011	4/4/2011
2011	23	MN	4	3/16/2011		4/15/2011		3/29/2011		3/25/2011	4/7/2011	4/15/2011			
2011		BW	9	4/3/2011		4/16/2011	4/17/2011	4/8/2011		4/8/2011	4/19/2011	4/27/2011		4/17/2011	4/18/2011
2011		BW	10	4/17/2011		4/30/2011	5/1/2011	4/22/2011		4/22/2011	5/3/2011	5/11/2011		5/1/2011	5/2/2011
2011	20	MN	5	4/16/2011		5/15/2011		4/28/2011		4/25/2011	5/8/2011	5/16/2011			
2011		BW	11	5/1/2011		5/14/2011	5/15/2011	5/6/2011		5/6/2011	5/17/2011	5/25/2011		5/15/2011	5/16/2011
2011		BW	12	5/15/2011		5/28/2011	5/29/2010	5/25/2011		5/20/2011	6/1/2011	6/8/2011		5/29/2011	5/31/2011
2011	23	MN	6	5/16/2011		6/15/2011		5/20/2011		5/26/2011	6/9/2011	6/16/2011			
2011		BW	13	5/29/2011		6/11/2011	6/12/2011	6/3/2011		6/3/2011	6/14/2011	6/22/2011		6/12/2011	6/13/2011
2011		BW	14	6/12/2011		6/25/2011	6/26/2011	6/14/2011		6/17/2011	6/28/2011	7/6/2011		6/26/2011	6/27/2011
2011	22	MN	7	6/16/2011		7/15/2011		6/24/2011		6/23/2011	7/7/2011	7/15/2011			
2011		BW	15	6/26/2011		7/9/2011	7/10/2011	7/5/2011		7/1/2011	7/12/2011	7/20/2011		7/10/2011	7/11/2011
2011		BW	16	7/10/2011		7/23/2011	7/24/2011	7/15/2011		7/15/2011	7/26/2011	8/3/2011		7/24/2011	7/25/2011
2011		BW	17	7/24/2011		8/6/2011	8/7/2011	7/29/2011		7/29/2011	8/9/2011	8/17/2011		8/7/2011	8/8/2011
2011	21	MN	8	7/16/2011		8/15/2011		7/26/2011		7/26/2011	8/8/2011	8/16/2011			
2011		BW	18**	8/7/2011		8/20/2011	8/21/2011	8/12/2011		8/12/2011	8/23/2011	8/31/2011		8/21/2011	8/22/2011
2011		BW	19	8/21/2011		9/3/2011	9/4/2011	8/26/2011		8/26/2011	9/7/2011	9/14/2011		9/4/2011	9/6/2011
2011	23	MN	9	8/16/2011		9/15/2011		8/22/2011		8/12/2011	9/11/2011	9/16/2011			
2011		BW	20	9/4/2011		9/17/2011	9/18/2011	9/9/2011		9/9/2011	9/20/2011	9/28/2011		9/18/2011	9/19/2011
2011		BW	21	9/18/2011		10/1/2011	10/2/2011	9/23/2011		9/23/2011	10/4/2011	10/12/2011		10/2/2011	10/3/2011
2011	21	MN	10	9/16/2011		10/15/2011		9/26/2011		9/26/2011	10/9/2011	10/14/2011	Yes		
2011		BW	22	10/2/2011		10/15/2011	10/24/2011	10/7/2011		10/7/2011	10/18/2011	10/26/2011		10/16/2011	10/17/2011
2011		BW	23	10/16/2011		10/29/2011	10/30/2011	10/21/2011		10/21/2011	11/1/2011	11/9/2011		10/30/2011	10/31/2011
2011	22	MN	11	10/16/2011		11/15/2011		10/31/2011		10/28/2011	11/9/2011	11/16/2011	Yes		
2011		BW	24	10/30/2011		11/12/2011	11/13/2011	11/4/2011		11/4/2011	11/15/2011	11/23/2011		11/13/2011	11/14/2011
2011		BW	25	11/13/2011		11/26/2011	11/27/2011	11/16/2011		11/18/2011	11/29/2011	12/7/2011		11/27/2011	11/28/2011
2011	22	MN	12	11/16/2011		12/15/2011		11/23/2011		11/23/2011	12/8/2011	12/16/2011			
2011		BW	26	11/27/2011		12/10/2011	12/11/2011	12/2/2011		12/2/2011	12/13/2011	12/21/2011		12/11/2011	12/12/2011

** denotes no voluntary deductions taken

Online Employment Verification System

June 18, 2007

To: University of Illinois Faculty and Staff
From: University Human Resources
Re: Online Employment Verification System

Are you applying for a mortgage or looking to rent a new apartment?
Remember, your lender or housing manager must access your University of Illinois employment verification information using the University of Illinois online Employment Verification System.

By using the Employment Verification System, vendors such as banks, mortgage lenders, rental agencies, and government-approved housing management firms can have access to your employment verification information almost immediately, which means they can process your loan application or housing request much faster!

Follow these simple steps:

1. Access NESSIE at http://nessie.uihr.uillinois.edu/ and select the "Personal Info" tab.
2. Click the "Employment Verification System (EVS)" link located in the middle of the page.
3. Click the CONTINUE button to login using your University NetID and Password. You will also be asked to provide your NESSIE PIN for security purposes.

4. Select "Establish a Vendor Access Number" and follow the on-screen instructions. You may create up to five Vendor Access Numbers (VANs).

5. Determine a level of authorization for each VAN: You decide how much information the vender may access - "Employment Verification Only" or "Employment and Earnings Verification".

6. Provide your bank, lender, or housing manager with the VAN you created (must be used within 30 days) and your Social Security Number.

7. The lender can then access your Employment Verification online at https://hrnet.uihr.uillinois.edu/tiger/.

All current University employees must use the online Employment Verification System. Using the online system eliminates the longer processing time associated with paper or phone requests, resulting in better service to you.

Send email to uihr@uillinois.edu for assistance.

Things You Can Do With NESSIE

Net Driven Employee Self-Service Information Environment (NESSIE)

NESSIE Homepage: http://nessie.uihr.uillinois.edu/

View your earnings statement online:

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on the Compensation tab or link
3. Click on the Earnings Statement link
4. Click on the continue button at the bottom of the Compensation-Earnings Statement screen
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at 244-7000 if you have not established your login ID or forgotten your password)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click Continue
7. You should then see your Current Earnings Statement
8. If you wish to see past earnings statements, click on the View Historical Earnings Statements link at top of the form and select which pay period you wish to see from the drop down provided.

View Benefits Information (including 403b and 457 plans, AD&D, LTD, LTC, access your current Benefits Statement):

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on the Benefits tab
3. Click on the tab for which you wish to find out more information or access your Personal Benefits Statement

View your Notification of Appointment from the Board of Trustees (academic employees only):

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on Personal Information tab or link
3. Click on the Notification of Appointment link
4. Click on the View both current and past NOAs link
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at 244-7000 if you have not established your login ID or forgotten your password)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click Continue
7. Select the NOA you wish to view from the drop down
8. Click Continue to display the NOA

View your Civil Service Appointment Information (civil service employees only)

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on the Personal Info tab
3. Click on the Civil Service Appointment Information link
4. Click on the Civil Service Employment Information link on the second screen
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at 244-7000 if you have not established your login ID or forgotten your password)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click Continue
7. View your Civil Service Appointment information

Change address information:

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on Personal Information tab or link
3. Click on the Employee Information Form link
4. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at 244-7000 if you have not established your login ID or forgotten your password)
5. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click Continue
6. Click on the Address link
7. Click on the Edit link next to the address information that needs to be changed
8. Make the necessary changes
9. Click Submit

10. When finished with NESSIE, click on the Leave NESSIE link on the far left side of the screen or simply close your browser

Change direct deposit bank information:

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on the Compensation tab or link
3. Click on the Direct Deposit link
4. Read the information provided and click Continue
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at 244-7000 if you have not established your login ID or forgotten your password)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click Continue
7. Correct the necessary information. When finished making the changes, click Continue

Change your tax withholding information (W-4) (if U.S. Citizen or Permanent Resident and a resident of Illinois):

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on the Compensation tab or link
3. Click on W-4 Withholding Allowance link
4. Click Continue
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at 244-7000 if you have not established your login ID or forgotten your password)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click Continue
7. Make the necessary changes
8. Click Submit when finished

Access your W-2 electronically:

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on the Compensation tab or link
3. Click on W-2 Wage and Tax Statement link
4. Click on the Reissue your W-2 link
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at 244-7000 if you have not established your login ID or forgotten your password)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click Continue
7. Enter the last four digits of your SSN; click OK
8. Select the year of the W-2 you wish to view/print
9. Click on the W-2 link
10. Print

Update Education Information:

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on Personal Information tab or link
3. Click on the Employee Information Form link
4. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at 244-7000 if you have not established your login ID or forgotten your password)
5. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click Continue
6. Click on the Education link
7. Click on the Edit link next to existing education information that needs to be changed, or click on the Add Degree link under an existing institution that you wish to add a degree; or click on the Add College link to add degree information from a new College not currently listed.
8. Enter the education information
9. Click Continue; enter your major and/or minor information if you wish
10. Click Continue to update the information in the system

Complete an Employment Verification for loan purposes:

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on the Personal Information tab or link
3. Click on the Employment Verification System link

4. Click Continue
5. Logon with your NETID and NETID password or Enterprise logon and password (contact CITES at 244-7000 if you have not established your login ID or forgotten your password)
6. Enter your 4 digit PIN (if you need to create one or have forgotten your PIN, click on the Your PIN link and follow the instructions); click Continue
7. Click Continue
8. Select Establish a Vendor Access Number
9. Click Continue
10. Review the two employment verification options by clicking on the links provided
11. Review VAN Requirements and Instructions for Vendor by clicking on the links provided
12. Enter any 4 digit number to be used as a one time access Vendor Access Number; re-enter the VAN number you created for confirmation
13. Select either Employment Verification Only or Employment and Earnings Verification from the drop down
14. Click Continue
15. Note the web address for TIGER on the VAN Created page.
16. Receive email confirmation

Provide the vendor with the TIGER web address: https://hrnet.uihr.uillinois.edu/tiger, and VAN, so they can access your information immediately. Please inform the Vendor they have only one opportunity to access your information with the VAN provided. They should view and print the information before exiting the system.

Find job information and the application process:

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on the Careers tab
3. Search under the appropriate section based on job information you are seeking.

Obtain information about leave (vacation, sick leave, holidays, funeral, etc. as well as leaves of absence:

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on the Leave tab
3. Click on the link for topic which you want information on

Find information about discounts and other services such as cell phone discounts, Barnes and Noble, Computer hardware/software & accessories, i-Card perks, relocation assistance, travel discounts, tuition waivers, vehicle purchase discounts, and others:

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on the Benefits tab
3. Scroll down to bottom of page to the Additional Programs and Services section
4. Click on the appropriate link for topic you want information on

Find information about parking, public transportation, child care:

1. Access NESSIE at http://nessie.uihr.uillinois.edu/
2. Click on the Personal Info tab
3. Click on the appropriate link for topic which you want information on

Leave

■ Exempt Leave Reporting Information

08/21/2006

The Fair Labor Standards Act (FLSA) establishes standards for such items as minimum wage and overtime pay for full-time and part-time empoyees. All exempt Academic and Civil Service employees who are not eligible for overtime should report absences in half- and full-day increments only. Absences in increments less than half- or full-days should not be charged against vacation or sick leave balances.

- The half-day/full-day exempt Academic reporting policy takes effect August 16, 2006.
- The half-day/full-day exempt Civil Service reporting policy takes effect August 27, 2006.

Exempt employees, regardless of their employee group, are expected to be available to fulfill their professional responsibilities, which can be beyond the normal University workweek. As the focus is on fulfillment of duties, rather than tracking hours worked, exempt employees are also accorded occasional flexibility. Unit processes and guidelines for requesting and approving absences must be followed.

Questions regarding Exempt leave reporting?

Academic leave reporting - contact your campus Academic Human Resources office.

UIC: (312) 413-4848 or UIC (Faculty) (312) 355-2412
UIS: (217) 206-6616
UIUC: (217) 333-6747
UA: (217) 333-2600

Civil Service leave reporting - contact your campus Human Resources office for Civil Service staff.

UIC: (312) 413-4848
UIS: (217) 206-7096
UIUC: (217) 265-5620
UA: (217) 333-2600

Reporting Absences for Exempt Employees

Question	Answer
How do I report my absences if I am an Exempt employee?	Exempt staff who are not eligible for overtime should report absences in half-day and full-day increments only (i.e. 4 and 8 hours for full-time Academic employees; 3.75 and 7.5 hours for 37.5 hour/week full-time Civil Service employees). If you are absent for less than a half-day, leave benefits should not be used for that absence. However, you must still follow your unit procedures for requesting and using leave benefits.
Who should follow the Exempt reporting procedures?	The following employee groups should follow the exempt reporting procedures: • Exempt Civil Service employees who are not eligible for overtime • Faculty • Academic Professionals who meet the $455 weekly salary minimum • Teaching Assistants (TA) • Research Assistants (RA) • Para-Professional Assistants (PGA) • Post-Doc Research Associates/Interns
Should I accumulate or bundle my time for multiple day absences to reach the half-day or full-day increments?	No, you should only report usage against your leave balances for half-day or full-day absences for a single day.
If I need to be out for a period that is less than a half-day or full-day, can my unit require that I use my leave benefits?	No, your unit cannot require that you use half-day or full-day leave benefits if you do not need to be out for that duration.

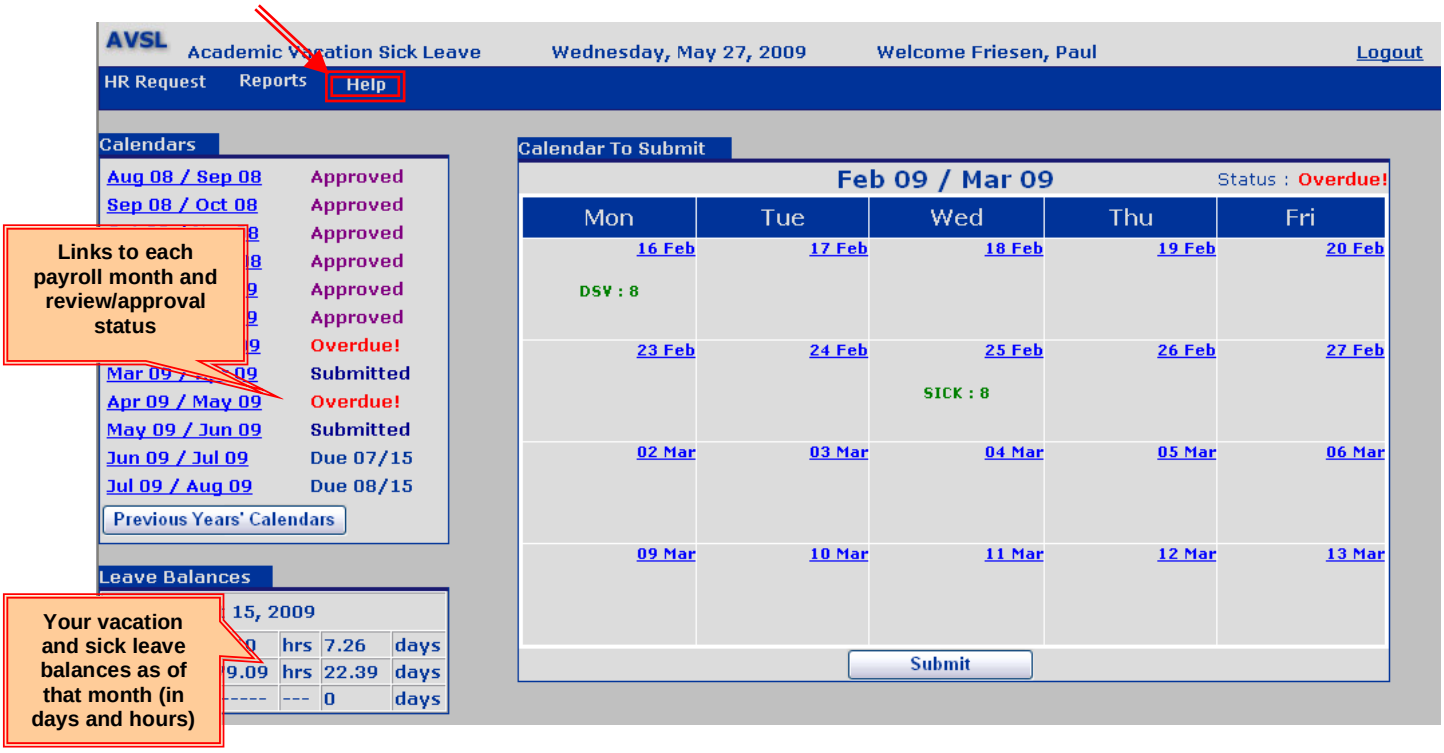
Reporting Absences for Exempt Employees	
Question	**Answer**
If I am a full-time employee and am out for 2 hours in the morning and 2 hours in the afternoon, how do I count my absences?	For 8 hour/day employees, this would be counted as a half-day/4-hour absence. For 7.5 hour/day employees, this would be counted as a half-day/3.75-hour absence.
If I am a full-time employee, how do I report an absence that is 5, 6, or 7 hours?	40 hour/week, full-time employees should report absences in 4 or 8 hour increments only; therefore, you would report an absence of 5, 6, or 7 hours as a 4 hour absence. 37.5 hour/week, full-time employees should report absences in 3.75 or 7.5 hour increments only; therefore, you would report an absence of 5, 6, or 7 hours as a 3.75 hour absence.
How should managers address issues with employees who are consistently absent in less than half-day or full-day increments?	Unit managers/supervisors have the right to address performance issues related to attendance if work effort or commitment is unsatisfactory, which can ultimately lead to discipline and/or termination. Contact the appropriate campus HR office for assistance in dealing with these situations.

Follow Steps 1 through 3 to access the AVSL system and for step-by-step instructions on how to use it.

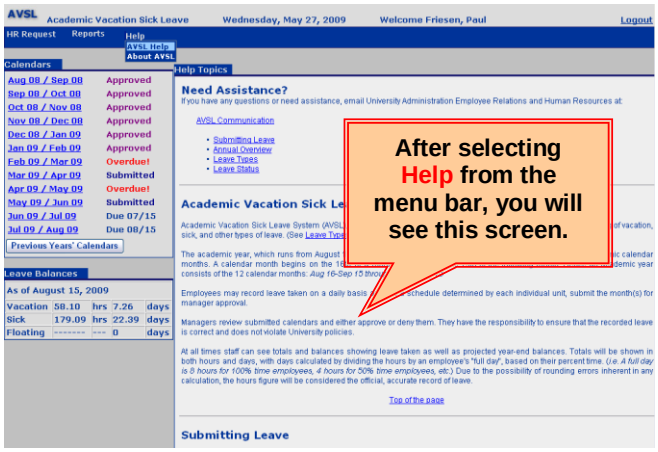
1. To access the AVSL system, go to:
   https://appserv7.admin.uillinois.edu/avsl/

2. Log in to the system with your Enterprise Authentication Service (EAS) login and password.

   - You will see this screen after logging in with your Enterprise Authentication Service (EAS) login and password. (the system opens to the current payroll month).



3. Select **Help > AVSL Help** from the menu bar (highlighted in red) to access information about the AVSL system and step-by-step instructions on the following:
   - Submitting Leave
     - Selecting a calendar month
     - Entering leave taken
     - Submitting the month for approval
   - Annual Overview feature
   - Explanation of Leave Types and Leave Status codes



Schedule of Approved Holidays for UIC Academic Year 2012

GROUP A* - - Applies to all staff members except those listed under Group B:

HOLIDAY	DAY OBSERVED
Labor Day	Monday, September 5, 2011
Thanksgiving Day	Thursday, November 24, 2011
Designated Holiday #1	Friday, November 25, 2011
Christmas Day	Monday, December 26, 2011
Designated Holiday #2	Tuesday, December 27, 2011
New Year's Day	Monday, January 2, 2012
Martin Luther King Day	Monday, January 16, 2012
Memorial Day	Monday, May 28, 2012
Independence Day	Wednesday, July 4, 2012
Plus	
Two Floating Holidays	

**** Group A is encouraged to use vacation time or floating holidays on the designated reduced services days: Wednesday, December 28, 2011; Thursday, December 29, 2011; and Friday, December 30, 2011.***

GROUP B- - For employees working in the hospital, clinics, Office of the Vice Chancellor for Administrative Services, all departments under the Department of Facilities Management and Capital Programs, Environmental Health and Safety, Telecommunication Services, Facility and Space Planning, UIC Police Department, Campus Auxiliary Services, and Biologic Resources Laboratory:

HOLIDAY	DAY OBSERVED
Labor Day	Monday, September 5, 2011
Thanksgiving Day	Thursday, November 24, 2011
Christmas Day	Monday, December 26, 2011
New Year's Day	Monday, January 2, 2012
Martin Luther King Day	Monday, January 16, 2012
Memorial Day	Monday, May 28, 2012
Independence Day	Wednesday, July 4, 2012
Plus	
Four Floating Holidays	

Please contact Cassandra Staudacher (cks@uic.edu) if you have any questions or need further information.

Time Off and Leave

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

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

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

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

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

Policies:	https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=3297
Notes:	

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

Leave Type:	**Holidays**
Definition:	The Board of Trustees determines the University recognized holidays and delegates authority to the President of the University to determine other such days to be designated. The President shall determine or may delegate to the campus Chancellors the authority to determine the facilities to be open for the University recognized holidays.
Eligibility:	Civil Service employees in a trainee, apprentice, provisional, learner, or status appointment and all academic staff members are eligible for holiday benefits. Civil Service employees must have worked as scheduled on their last scheduled workday before and the first scheduled workday after the University-observed holiday, or be on an approved paid leave.
Length of Leave:	The University recognizes 11 holidays for all employees, including: - New Year's Day - Martin Luther King Day (President delegated) - Memorial Day - Independence Day - Labor Day - Thanksgiving Day - Christmas Day

The President has delegated to each Chancellor the authority to designate the remaining four holidays to be observed on each campus. Two of the holidays are typically the day after Thanksgiving and the New Year's Eve. The remaining two holidays are floating holidays to be used between July 1 and June 30. Floating holidays must be used in full-day increments and do not roll over from year to year. If you do not use them by June 30, you lose them. Unused floating holidays are not paid out at the time of termination.

Benefits Continuation:	While observing a designated holiday, employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	- Civil Service and Academic Employees - Full pay is received for the designated holidays. Employees with less than 100 percent appointment will receive a pro-rated share based on their appointment. - Prevailing Rate Employees - Prevailing rate employees are compensated in accordance with provisions of the appropriate multi-employer area agreement for any of the six University-wide holidays, which may be specified in such multi-employer agreement. Prevailing rate employees will be paid as other eligible University employees for the five days designated holidays. They will receive no holiday compensation for any of the six University-wide holidays unless such University-wide holiday is specified as a paid holiday in the appropriate multi-employer area agreement. Such employees shall be extended the option of charging any unpaid holiday to earned vacation and personal leave.
Policies:	https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1309
Notes:	

Leave Type: Illinois Volunteer Emergency Worker Job Protection Act

Definition:	The Illinois Volunteer Emergency Worker Job Protection Act provides protection to employees who serve as volunteer emergency workers and are absent from or late to work due to their response to an emergency.
Eligibility:	An employee is eligible for this protection if he/she serves as a volunteer emergency worker and is absent from or late to employment due to a response to an emergency prior to the time the employee was to report to his/her place of employment. According to the Act, a "volunteer emergency worker" is an individual who serves in one of the following volunteer roles, and does not receive monetary compensation for his/her services in this role: - Firefighter - Emergency Medical Technician (EMT-B, EMT-I, EMT-P) - Ambulance Driver or Attendant - First Responder - Member of county or municipal emergency services and disaster agency - Auxiliary policeman or deputy
Length of Leave:	Civil Service non-exempt and other hourly employees should report this absence as an "Excused Absence W/O Pay". If supervisory approval has been granted, an employee may substitute accrued vacation or personal leave for this unpaid absence. Academic employees will not be required to report this absence unless the length of the absence is equal to a half day of work. Employees in this situation should contact their department for reporting procedures.
Benefits Continuation:	Employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	According to the Act, a "volunteer emergency worker" is an individual who serves in one of the following volunteer roles, and does not receive monetary compensation for his/her services.
Policies:	https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1288&rlink=1194
Notes:	

Leave Type: Jury Duty

Definition:	Employees are granted leave with pay to satisfy jury duty obligations within their civic jurisdiction.
Eligibility:	Civil Service employees in a trainee, apprentice, provisional, or status appointment and all academic staff members are eligible for jury duty

	leave.
Length of Leave:	There are no restrictions on the length of leave granted for jury duty.
Benefits Continuation:	Employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	Civil Service employees are granted jury duty leave with pay at the employee's regular rate for non-overtime scheduled hours for the duration of jury duty. Academic employees are granted jury duty leave with pay for the duration of the jury duty. All employees may retain funds paid to them in compensation for such duty.
Policies:	https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1317
Notes:	

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

Leave Type:	**Organ/Bone Marrow Donor**
Definition:	Eligible employees may be granted paid leave time for the purpose of donating an organ or bone marrow.

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

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

Leave Type:	**Pregnancy**
Definition:	Pregnancy leave may be granted for the purpose of pregnancy unless there is sufficient justification to deny the request, and is based upon disability or incompatibility between an employee's pregnant state and the regularly required duties of her position. Leave taken for reasons of pregnancy qualifies as family and medical leave and shall be applied toward the 12-week entitlement period for eligible employees.
Eligibility:	Civil Service employees in a trainee, apprentice, learner, or status appointment and employees in a provisional appointment intended to be permanent are eligible. Academic employees are not eligible. Eligibility will also be based on disability or incompatibility between an employee's pregnant state and the regularly required duties of her position.
Length of Leave:	Pregnancy leave shall continue until the employee, on the basis of acceptable medical opinion, is able to return to work.

Benefits Continuation:	Employees using accrued sick and vacation leave benefits to remain in pay status, or employees eligible for family and medical leave (FML), will continue to receive State and University benefits as if they were continuously working. Employees not eligible for FML or who have exhausted accumulated leave and are in non-pay status, are eligible to participate in the State benefits; however, are not eligible for the State-paid contribution. Participation is entirely at the employee's expense. Employees may also elect to become a dependent of another employee (spouse or parent). Employees choosing this option must waive all coverage (including health, dental, and life) as an employee.
Compensation:	Pregnancy leave will be charged to accumulated sick leave for the employee to remain in pay status. If this is insufficient, vacation leave or leave without pay may be granted in accordance with Policy and Rules 10.01, 11.02, 11.06, and 11.07.
Policies:	https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1350&rlink=1194
Notes:	

Leave Type: School Conference and Activity Leave

Definition:	The Illinois School Visitation Rights Act grants employed parents and guardians an allotment of time during the school year to attend necessary educational conferences or activities at their children's schools, if they are unable to meet with educators because of a work conflict. An employer must grant an employee leave of up to eight hours during the school year, and no more than four hours of which may be taken on the same day, to attend school conferences or activities, if the activities cannot be scheduled during nonwork hours.
Eligibility:	Permanent full- or part-time faculty, civil service, or academic professional employees who are employed for six months or more may be eligible to request this leave. No school visitation leave may be taken by an employee unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave.
Length of Leave:	Up to eight hours of leave may be granted during the school year, no more than four hours of which may be taken on the same day.
Benefits Continuation:	Employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	An employee who utilizes this leave may choose the opportunity to make up the time on a different day or shift as directed by the employer. An employee is not required to make up the time taken, but if an employee does not make up the time, the employee will not be compensated for the leave. An employee who does make up the time will be paid the same rate as paid for normal working time. Employers must make a good faith effort to permit an employee to make up time, but if no reasonable opportunity exists the employee will not be paid for the time.
Policies:	https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=537
Notes:	

Leave Type: Shared Benefits

Definition:	A pool has been established which will provide eligible employees who have exhausted all accumulated sick leave and, if applicable, vacation leave with the opportunity to receive additional leave days when a disability claim is pending before the State Universities Retirement System (SURS) or when experiencing a catastrophic injury or illness, depending on the type of employee. Employees must donate to the pool to receive leave from the pool.
Eligibility:	Civil Service, Faculty, and Academic Professional employees are eligible to participate in the Shared Benefits Program if they meet the requirements under Length of Leave below.
Length of Leave:	Requests for withdrawal of shared benefits are subject to the following requirements. - Employee must have a disability claim pending with SURS.* - Application to withdraw leave from the pool may be made within five days of exhausting all sick leave if only sick leave was used to participate in the pool. If a combination of sick leave and vacation or vacation only was used to participate in the pool, the employee must be within five days of exhausting all sick and vacation leave. - The amount approved cannot exceed one-third of the balance in the pool or 45 working days, whichever is less.

- Employees may apply for leave from the pool once per academic appointment year.
- Employees or their designee must complete a Shared Benefits form requesting leave from the pool.
- The number of leave days needed must be specified.
- For Academic Staff a written physician's statement containing the beginning date of the condition, a description of the illness or injury, and a prognosis in justification of the request is required. Information regarding the pending SURS disability claim, if applicable, must also be included with the request.

* Note: Academic staff who do not have a disability claim pending before SURS may also apply if experiencing a catastrophic injury or illness. Catastrophic injury or illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee which forces the employee to exhaust all leave time earned and to lose compensation. The catastrophic illness or injury must require the service of a physician. This applies only to Academic staff.

Benefits Continuation:	While using leave time from the shared benefits pool, employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	Hours received from the shared benefits pool are paid at the regular hourly rate at the time of usage.
Policies:	https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1358&rlink=1194
Notes:	

Leave Type: Sick

Definition:	Eligible employees may use sick leave for illness of, injury to, or need to obtain medical or dental consultation for the employee, employee's spouse, employee's registered same-sex domestic partner, children, or parents, parents-in-law (including the parents of a registered same-sex domestic partner), and members of the employee's household. "Children" include biological, adopted, foster, stepchildren, legal wards, children for which an employee is standing in loco parentis, and children who are members of the employee's household. "Parent" is defined as a biological parent, a step parent, or an individual who stood in loco parentis to the employee. Sick leave may also be used for pregnancy or following the birth or adoption of a child to care for that child, not to exceed 12 weeks.
Eligibility:	Civil Service employees in a trainee, apprentice, learner, provisional, and status appointments are eligible. Academic employees who are eligible to participate in the State Universities Retirement System or the Federal Retirement System, have a 50 percent appointment, and who are appointed for at least nine months are eligible.
Length of Leave:	Civil Service employees accrue sick leave without limit at the rate of .0462 hours for each hour, exclusive of overtime, that the employee is in pay status (approximately 12 days per year for full-time status). Academic employees earn 12 cumulative and 13 non-cumulative sick leave days per appointment year. Part-time appointments receive a pro-rated share. In the case of an appointment for less than a full appointment year, the 12 days cumulative and the 13 days noncumulative leave shall be prorated.
Benefits Continuation:	Employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	Paid at the regular hourly rate at the time of usage. Upon exhaustion of sick leave, employees who are enrolled in the Shared Benefits Program may be eligible for additional sick leave benefits.
Policies:	https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1366&rlink=1194
Notes:	

Leave Type: Special Leave for Civil Service Employees

Definition:	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:	Civil Service employee in a trainee, apprentice, learner, or status appointment and employees in a provisional appointment intended to be permanent are eligible.
Length of Leave:	The length of the leave may vary based on the circumstances. The date for termination of the leave must allow for a 30-day availability period.

Benefits Continuation:	While on special leave, employees are eligible to participate in the State benefits for a maximum of 24 months; however, employees are not eligible for the State-paid contribution. Participation is entirely at the employee's expense. If the employee does not return to work at the end of the 24-month period, coverage will be terminated. Employees on a special leave may also elect to become a dependent of another employee (spouse or parent). Employees choosing this option must waive all coverage (including health, dental, and life) as an employee.
Compensation:	Employees are not compensated while on a special leave.
Policies:	https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1377
Notes:	

Leave Type: University Family Medical Leave (UFML) for Registered Same-Sex Domestic Partners

Definition:	University Family Medical Leave (UFML) is designed to help employees balance the demands of the workplace with the needs of families and to promote stability and economic security of families by offering leave to care for a registered same-sex domestic partner. UFML provides employees with unpaid leave (accrued benefits may be used to remain in paid status) for each consecutive 12-month period for which eligibility criteria have been met for the following events: - Serious health condition of a registered same-sex domestic partner. - Qualifying exigency of a registered, same-sex domestic partner. - Care of a registered same-sex domestic partner who is a covered servicemember with a serious injury or illness.
Eligibility:	Individuals who have been employed by the University for at least 12 months and who have performed at least 1,250 hours of service during the previous 12-month period, are eligible for unpaid University Family Medical Leave (UFML) during each consecutive twelve-month period for which eligibility criteria have been met.
Length of Leave:	Employees are eligible for up to 12 workweeks (up to 26 workweeks to care for a covered servicemember) of unpaid family medical leave during each consecutive twelve-month period for which eligibility criteria have been met.
Benefits Continuation:	While employees are on an eligible University Family Medical Leave (UFML), State benefits shall be continued by the University at the same level that coverage would have been provided if the employee had remained in continuous employment. Employees on a paid UFML will continue to have their premium portion deducted from their paycheck.
Compensation:	Employees have the option to take University Family Medical Leave with or without pay. To continue in pay status, employees must use accrued sick or vacation leave in accordance with University leave provisions. Accrued leave used will be counted toward the UFML entitlement. Any portion of the UFML period for which accrued leave is not charged shall be without pay.
Policies:	https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=4258
Notes:	

Leave Type: Vacation

Definition:	Eligible employees are granted vacation leave, a pre-approved paid absence from work, to be used for personal and vacation reasons. Leave for vacation purposes will be arranged with due regard for operating needs of the University and to accommodate the convenience of the employee.
Eligibility:	Civil Service employees in a trainee, apprentice, learner, provisional, and status appointment are eligible. Academic employees must have a 12-month appointment to be eligible for vacation. Those appointed for an academic year (9 months) or 10 months paid over 12 months are not eligible for vacation leave.
Length of Leave:	Civil Service employees may earn up to 28 days of vacation leave per year, depending on length of service. Please see Civil Service Accrual Tables. Employees may accumulate an amount of leave equal to that earned in two service years at the employee's current earnings rate, but upon reaching this accumulation will cease to earn leave except when the accumulation is reduced. Vacation accruals in a pay period are added to an employee's balance first and then hours used are deducted from that balance. Therefore, it is imperative that employee's manage their vacation use in order to maximize their accruals. If you are at or close to reaching your maximum limit, notify your supervisor so that you can discuss arrangements to reduce your balance so that you may continue accruing leave time.

	Academic employees receive 24 workdays per year at the percentage of their appointment. New employees starting after the beginning of the academic year receive a prorated share. A maximum accumulation of 48 days may be carried over from one appointment year to the next.
Benefits Continuation:	Employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	-Civil Service Staff- Employees are paid for any vacation leave accumulated and not used as of the employee's last scheduled workday. If an employee accepts employment at another state agency or institution, under certain conditions, accrued vacation leave may be transferred, subject to the State Universities Civil Service System. -Academic Staff- Accumulated, unused vacation time, up to a maximum of 48 days, is paid out at the time of retirement or separation. Vacation payout may exceed 48 days if the vacation leave balance in excess of 48 days is due to either: (a) an employee group change from Civil Service to Academic; or (b) change to the employee's full-time equivalency (FTE) from full-time to part-time. If the employee leaves before the termination of his/her contract, the vacation payout will be prorated for the portion of the year worked.
Policies:	https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1403&rlink=1194
Notes:	

Leave Type:	**Victims Economic Security and Safety Leave**
Definition:	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 up to 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.
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 critera 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 the Family and Medical Leave Act (FMLA). For employees on VESSA leave who are also eligible for FMLA leave, VESSA leave time is not in addition to the 12-week FMLA entitlement when the reason for VESSA leave also qualifies under FMLA. In this instance, both the VESSA and FMLA entitlement would be depleted. An employee who may have exhausted all available leave under FMLA, for a purpose other than that which is available under VESSA, remains eligible for leave under VESSA.
Benefits Continuation:	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.
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).

Policies:	https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=2594&rlink=1194
Notes:	

Leave Type: Voting - General or Special Election

Definition:	The State of Illinois grants 2 hours of paid time to vote under certain circumstances. State of Illinois law grants eligible employees up to two hours of paid time off for the purpose of voting in a general or special election within the State of Illinois if their working hours on the day of the election begin less than 2 hours after the opening of the polls and end less than 2 hours before the closing of the polls. State of Illinois law (10 ILCS 5/1-3) defines a general election as the "biennial election at which members of the General Assembly are elected" and a special election as "an election not regularly recurring at fixed intervals, irrespective of whether it is held at the same time and place and by the same election officers as a regular election."
Eligibility:	To be eligible for paid time to vote on the day of an election, an employee must be: - Entitled to vote at a general or special election or at any election at which propositions are submitted to a popular vote in the State of Illinois. - Scheduled to work on the day of such election, with working hours beginning less than 2 hours after the opening of the polls and ending less than 2 hours before the closing of the polls. For example, if the polls are open from 6:00am to 7:00pm and the employee's scheduled work hours are from 7:00am - 7:00pm, the employee may be granted 2 hours of paid time to vote during the day of the election
Length of Leave:	Eligible employees are encouraged to vote during their non-working hours. However, if they are unable to do so based on the working hours criteria described above, they may be granted up to 2 hours paid time to vote on the day of the election between the time of opening and closing of the polls. Your supervisor/department may specify the hours during which you may absent yourself to vote.
Benefits Continuation:	Employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	Civil Service non-exempt and other hourly employees should report time spent voting as an "Excused Absence W/ Pay". Academic and Exempt Civil Service employees will not be required to report time to vote unless 2 hours constitutes a half day of work. Employees in this situation should contact their department for reporting procedures.
Policies:	https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1288&rlink=1194
Notes:	

Leave Type: Voting - Primary Election

Definition:	Employees are encouraged to vote during non-working hours. However, if they are unable to do so, and their employer consents, State of Illinois law grants eligible employees up to two hours, unpaid, for the purpose of voting in a primary election within the State of Illinois.
Eligibility:	Any person entitled to vote at a primary election shall, on the day of such primary, with the consent of his or her employer, be eligible for time to vote.
Length of Leave:	Eligible employees are encouraged to vote during their non-working hours. However, if they are unable to do so, and their employer consents, they may be granted up to 2 hours, unpaid, to vote on the day of the primary between the time of opening and closing of the polls. Your supervisor/department may specify the hours during which you may absent yourself to vote.
Benefits Continuation:	Employees continue to receive the same State and University benefits as when actively working. All State-paid contributions continue.
Compensation:	Civil Service non-exempt and other hourly employees should report time to vote as an "Excused Absence W/O Pay". If supervisory approval has been granted, an employee may substitute accrued vacation or personal leave for this unpaid time. Academic employees will not be required to report time to vote unless 2 hours constitutes a half day of work. Employees in this situation should contact their department for reporting procedures.

Policies:	https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1288&rlink=1194
Notes:	

Leave Type:	**Workers Compensation**
Definition:	Workers' Compensation insurance includes four types of benefits – disability (loss of income) benefits, medical care benefits, survivor (death) benefits, and rehabilitation benefits. In some instances there may also be some type of permanent disability payment.
Eligibility:	Any University employee with an injury arising out of and in the course and scope of their employment duties is eligible for Workers' Compensation benefits. To report work-related incidents: 1. Immediately contact your supervisor to report the incident 2. Complete a University of Illinois Employee's Injury Report Form (http://www.obfs.uillinois.edu/risk/reporting.shtml) and Family and Medical Leave Application (https://nessie.uihr.uillinois.edu/cf/index.cfm?item_id=161), if an absence from work occurs. 3. Promptly seek medical care if appropriate
Length of Leave:	The length of workers compensation leave will depend on the injury and ability to perform the duties and responsibilities of the job.
Benefits Continuation:	Employees receiving Occupational Disability through Workers' Compensation are eligible to continue State and optional University benefits and receive the state-paid contribution. There is no limitation to the number of months in which an employee may continue benefits. Part-time employees who are placed on an Occupational Disability leave of absence may elect to continue their same group insurance coverage while on the leave. Part-time employees electing to remain in the program are not responsible for paying the part-time percentage of premium. Note: Workers' Compensation only pays for medical expenses associated with the job-related injury/illness. Employees on an Occupational Disability leave must continue to pay insurance premiums to ensure non-work related illnesses and injuries of the employee, as well as dependent injuries and illnesses, are covered.
Compensation:	While on Workers Compensation, employees receive 66.6% of their average salary over the last 52 week period. The maximum that may be paid each week is updated on an annual basis. The first three days of a work related absence are not covered by workers compensation; the employee must use their accrued leave benefits to be paid for those days. After a cumulative 14 days of absence related to the incident, workers compensation will cover the initial three days and the employee's leave balances will be restored. Employees who have lost time from work in order to recover from the injury or disease may be entitled to receive temporary total disability benefits until they are able to return to work.
Policies:	http://www.obfs.uillinois.edu/risk/rules.shtml Claims filed by employees of the University of Illinois will be adjusted according to the Workers' Compensation Act of the State of Illinois (http://www.state.il.us/agency/iic/).
Notes:	

Family and Medical Leave

Event:	**Birth or placement of a son or daughter for adoption or foster care**
Definition:	Family and Medical Leave (FML) is available for employees giving birth to a child or placement of the child for adoption or foster care with the employee.
Eligibility:	Employee giving birth to a child or placement of the child for adoption or foster care with the employee and with 12 months of service who has performed at least 1250 hours of service during the previous 12-month period prior to the Family and Medical Leave (FML) event, is eligible for up to 12 weeks of FML in a 12-month period.
Length of Leave:	Leave for birth or adoption of a child shall be taken all at one time, not on an intermittent or reduced leave schedule, unless the employee and supervisor or responsible departmental official agree otherwise. Leave for a newborn or adopted child with a serious health condition may be taken as a block of time, intermittently, or on a reduced schedule. In the case of adoption or foster care, leave may begin before the actual placement or adoption of a child if an absence from work is required for the placement or adoption to proceed.
Benefits Continuation:	State benefits continue at the same level of coverage while employees are on an eligible family and medical leave (FML) had the employees remained in continuous employment.

	University employees may continue insurance coverage in excess of the University's contribution by contacting the Benefit's Center within thirty (30) days following the last day of paid employment to make arrangements for premium payments.
Compensation:	Employees have the option to take family and medical leave with or without pay. To continue in pay status, employees must use accrued sick or vacation leave in accordance with University leave provisions. Eligible employees may receive compensation through Parental Leave for the birth, adoption or foster placement of a child. Accrued leave used will be counted toward the 12-week FMLA entitlement. Any portion of the 12-week period for which accrued leave is not charged shall be without pay.
Policies:	https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1288&rlink=1194
Notes:	

Event:	**Care of a Covered Servicemember with a Serious Injury or Illness**
Definition:	Family and Medical Leave is available to allow an employee who is a family member (spouse, son or daughter, parent, or next of kin) of a covered servicemember to take leave to care for a covered servicemember with a serious illness or injury.
Eligibility:	An employee with 12 months of service who has performed at least 1250 hours of service during the previous 12-month period prior to the Family and Medical Leave (FML) event and who is a family member (spouse, son or daughter, parent, or next of kin) of a covered servicemember, is eligible to take leave to care for a covered servicemember with a serious illness or injury for up to 26 weeks of FML in a 12-month period. A "serious illness or injury" is defined as "an injury or illness incurred by a covered servicemember: (a) in the line of duty on active duty; and (b) that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating."
Length of Leave:	Employees are entitled up to 26 workweeks of unpaid family and medical leave during each consecutive twelve-month period for which eligibility criteria have been met. The initial 12-month period is measured forward from the date the employee first takes FMLA leave. The next 12-month period begins the first time FMLA leave is taken after completion of any previous 12-month period.
Benefits Continuation:	State benefits continue at the same level of coverage while employees are on an eligible family and medical leave (FML) had the employees remained in continuous employment. University employees may continue insurance coverage in excess of the University's contribution by contacting the Benefit's Center within thirty (30) days following the last day of paid employment to make arrangements for premium payments.
Compensation:	Employees have the option to take family and medical leave with or without pay. To continue in pay status, employees must use accrued sick or vacation leave in accordance with University leave provisions. Accrued leave used will be counted toward the 26-week FMLA entitlement. Any portion of the 26-week period for which accrued leave is not charged shall be without pay.
Policies:	https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1288&rlink=1194
Notes:	

Event:	**Qualifying exigency of a son, daughter, spouse, parent or next of kin**
Definition:	Family and Medical Leave is available to allow an employee who has a spouse, son, daughter, or parent in the National Guard or Reserves to take leave for a qualifying exigency arising out of the fact that a covered military member is on active duty (or called to active duty status) in support of a contingency operation.
Eligibility:	An employee with 12 months of service who has performed at least 1250 hours of service during the previous 12-month period prior to the Family and Medical Leave (FML) event and who has a spouse, son, daughter, or parent in the National Guard or Reserves is eligible to take leave for up to 12 weeks of FML in a 12-month period for a qualifying exigency arising out of the fact that a covered military member is on active duty (or called to active duty status) in support of a contingency operation. - Child includes biological, adopted, foster, stepchild, legal ward, or a child of person standing in loco parentis. - Parent includes biological parent, stepparent, or an individual who stood in loco parentis to the employee. FML for a parent-in-law is

	specifically excluded by the Act, however, a leave of absence to care for a parent-in-law may be granted under Sick Leave and other leave policies.
Length of Leave:	Employees are entitled up to 12 workweeks of unpaid family and medical leave during each consecutive twelve-month period for which eligibility criteria have been met. The initial 12-month period is measured forward from the date the employee first takes FMLA leave. The next 12-month period begins the first time FMLA leave is taken after completion of any previous 12-month period.
Benefits Continuation:	State benefits continue at the same level of coverage while employees are on an eligible family and medical leave (FML) had the employees remained in continuous employment. University employees may continue insurance coverage in excess of the University's contribution by contacting the Benefit's Center within thirty (30) days following the last day of paid employment to make arrangements for premium payments.
Compensation:	Accrued leave used will be counted toward the 12-week FMLA entitlement. Any portion of the 12-week period for which accrued leave is not charged shall be without pay.
Policies:	https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1288&rlink=1194
Notes:	

Event:	**Serious Health Condition of a Spouse, Child, or Parent**
Definition:	Family and Medical Leave (FML) is available for employees to care for a spouse, child or parent with a serious health condition.
Eligibility:	Employees with 12 months of service who have performed at least 1250 hours of service during the previous 12-month period prior to the Family and Medical Leave (FML) event, are eligible for up to 12 weeks of FML in a 12-month period. - Son or daughter includes biological, adopted, foster, stepchild, legal ward, or a child of person standing in loco parentis - who is under 18 years of age, or over age 18 but incapable of self-care because of a mental or physical disability (as defined by FMLA regulations). - Parent is defined by the Family and Medical Leave Act as a biological, adoptive, step, or foster father or mother, or any individual who stood in loco parentis to the employee. FML for a parent-in-law is specifically excluded by the Act, however, a leave of absence to care for a parent-in-law may be granted under Sick Leave and other leave policies.
Length of Leave:	Leave for a serious health condition of a family member may be taken intermittently or on a reduced schedule basis when medically necessary. Under such conditions, the employee may be required to transfer temporarily to an available alternative position with equivalent pay and benefits if the transfer better accommodates recurring periods of leave.
Benefits Continuation:	State benefits continue at the same level of coverage while employees are on an eligible family and medical leave (FML) had the employees remained in continuous employment. University employees may continue insurance coverage in excess of the University's contribution by contacting the Benefit's Center within thirty (30) days following the last day of paid employment to make arrangements for premium payments.
Compensation:	Employees have the option to take family and medical leave with or without pay. To continue in pay status, employees must use accrued sick or vacation leave in accordance with University leave provisions. Accrued leave used will be counted toward the 12-week FMLA entitlement. Any portion of the 12-week period for which accrued leave is not charged shall be without pay.
Policies:	https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1288&rlink=1194
Notes:	

Event:	**Serious Health Condition of Employee**
Definition:	Family and Medical Leave (FML) is available for employees unable to work because of a serious health condition.
Eligibility:	Employees with 12 months of service who have performed at least 1250 hours of service during the previous 12-month period prior to the Family and Medical Leave (FML) event, are eligible for up to 12 weeks of FML in a 12-month period.

Length of Leave:	Leave for a serious health condition of the employee may be taken intermittently or on a reduced schedule basis when medically necessary. Under such conditions, the employee may be required to transfer temporarily to an available alternative position with equivalent pay and benefits if the transfer better accommodates recurring periods of leave.
Benefits Continuation:	State benefits continue at the same level of coverage while employees are on an eligible family and medical leave (FML) had the employees remained in continuous employment. University employees may continue insurance coverage in excess of the University's contribution by contacting the Benefit's Center within thirty (30) days following the last day of paid employment to make arrangements for premium payments.
Compensation:	Employees have the option to take family and medical leave with or without pay. To continue in pay status, employees must use accrued sick or vacation leave in accordance with University leave provisions. Accrued leave used will be counted toward the 12-week FMLA entitlement. Any portion of the 12-week period for which accrued leave is not charged shall be without pay.
Policies:	https://nessie.uihr.uillinois.edu/cf/leave/index.cfm?Item_id=1288&rlink=1194

Notes:

Login/Password

Reference

University Acronyms

Name	Acronym
A	
Academic Computing and Communications Center, UIC (formerly ADN, Academic Data Network) (http://www.uic.edu/epts./accc/home)	ACCC
Academic Human Resources (UIUC)	AHR
Academic Professional	AP
Academic Professional Advisory Committee (UIS)	APAC
Academic Vacation and Sick Leave Reporting System	AVSL
Accidental Death and Dismemberment	AD&D
Administration	Admin
Administrative Information Technology Services	AITS
Administrative Office Building	AOB
Affirmative Action	AA
Agriculture	AG
American Federal of State, County, & Municipal Employees	AFSCME
American Sign Language	ASL
Americans with Disabilities Act	ADA
Americans with Disabilities Act Accessibility Guidelines	ADAAG
Application	APP
Assistant	Asst
Assistant Vice President	AVP
Assisted Listening Devices	ALD
Associate-Associated	Assoc
Association	Assn
Available	AVX
Award of Merit	AOM
B	
Banner Document Management System	WebXtender
Benefits Center	BC
Board of Trustees	BOT
Building	Bldg
Business Information Systems	BIS
SCT Banner, a human resource management system used by the University of Illinois	Banner
C	
Campus Charitable Fund Drive	CCFD
Capital Development Board	CDB
Capital Programs and Real Estate Services	CPRES
Center for Prevention Research and Development	CPRD
Center for the Advancement of Distance Education	CADE
Central Management Services	CMS

Name	Acronym
Chancellor's Academic Professional Excellence	CAPE
Chief Financial Officer	CFO
Civil Service	CS
Closed Circuit Television	CCTV
College and University Personnel Association	CUPA
College of Medicine	COM
Communication Access Realtime Translation	CART
Conference Room	CR
Consortium of Academic and Research Libraries of Illinois	CARLI
Coucil on Academic Professionals (UIUC)	CAP
D	
Decision Making Leave	DML
Decision Support	DS
Department	Dept
Department of Labor	DOL
Dependent Care Assistance Plan	DCAP
Digital Accessible Information Systems	DAISY
Digital Video Disk	DVD
Director	Dir
Disabled Student Services in Higher Education	DSSHE
Division	Div
Division of Specialized Care for Children	DSCC
E	
Educational Resource Information Center	ERIC
Employee	EE
Employee Advisory Committee	EAC
Employee Assistance Program	EAP
Employee Relations and Human Resources	ER/HR
Enterprise Data Warehouse	EDW
Equal Employment Opportunity	EEO
Equal Opportunity	EO
Evaluation	Eval
Examination	Exam
Executive	Exec
Extension	Ext
F	
Facilities and Services (UIUC)	F&S
Faculty	Fac
Fair Labor Standards Act	FLSA
Family and Medical Leave Act	FMLA
Fiscal Year	FY
Flexible Spending Accounts	FSA

Name	Acronym
Flight Line Attendant Group	FLA
Fraternal Order of Police	FOP
G	
Graduate	Grad
Graduate Research Assistant	GRA
Graduate Union (UIUC)	GEO
Grants and Contracts	G&C
Graphic Communication International Union	GCIU
H	
Health Management Organization	HMO
Henry Administration Building	HAB
Higher Education General Information Survey	HEGIS
House Bill	HB
House Resolution	HR
Human Resource Front End	HRFE
Human Resource University Equal Opportunity	HRUEO
Human Resources	HR
Human Resources Development	HRD
Human Resources Information Systems	HRIS
Human Resources Management Systems	HRMS
Human Resources Policy and Administration	HR P&A
I	
Illini Union Bookstore	IUB
Illinois Board of Higher Education	IBHE
Illinois Department of Employment Security	IDES
Illinois Public Employer Labor Relations Association	IPELRA
Illinois State Board of Education	ISBE
Immigration and Naturalization Service	INS
Immigration Verification Form	I-9
Information	Info
Institute of Government and Public Affairs	IGPA
Interactive Voice Response	IVR
International Alliance of Theatrical and Stage Employees	IATSE
International Association of Fire Fighters	IAFF
International Association of Machinists and Aerospace Workers	IAM
International Brotherhood of Electrical Workers	IBEW
International Brotherhood of Teamsters, Chauffeurs, Warehousemen, and Helpers Union	IBT
International Union of Operating Engineers	IUOE
Intramural-Physical Education Building	IMPE
L	
Laborers International Union of North America	LIUNA
Letter of Expectation	LOE

Name	Acronym
Liberal Arts and Sciences	LAS
Lifelong Learning and Educational Access Program	LLEAP
Long Term Care	LTC
Long Term Disability	LTD
M	
Mail Code	MC
Managed Care Plan	MCP
Management	Mgmt
Manager	Mgr
Manually Coded English	MCE
Marketing	Mktg
Marshfield Building	MAB
Medical Care Assistance Plan	MCAP
Minority and Female Business Enterprise	MAFBE
N	
National	Natl
National Association of College & University Business Officers	NACUBO
Net-driven Employee Self-Service and Information Environment	NESSIE
Net-driven Employee Self-Service and Information Environment for New Hires	NESSIE New Hire
Notice-of-Appointment	NOA
Notice-of-Non-Reappointment	NNR
O	
Occupational	Occup
Occupational Safety and Health Administration	OSHA
Office of Business and Financial Services	OBFS
Office of the Vice President for Academic Affairs	OVPAA
Office of the Vice President for Technology and Economic Development	OVPTED
Open Access Plan	OAP
Optical Character Recognition	OCR
Organization-Organizational	Org
P	
Parking	Pkng
Performance Improvement Discussion	PID
Performance Partnership Program	PPP
Personnel Advisory Committee (UIC)	PAC
Personnel Register Management System	PRMS
Point of Service	POS
Policy & Rules	P&R
Portable Document Format	PDF
Positive Time Reporting	PTR
President	Pres
Principal Administrative Position Exemption	PAPE

Name	Acronym
Purchasing Card	P-Card
Q	
Quality Care Dental Plan	QCDP
Quality Care Health Plan	QCHP
R	
Retirement Planning Conference	RPC
Room	Rm
Roosevelt Road Building	RRB
S	
Secretary	Sec
Senate Bill	SB
Senate Joint Resolution	SJR
Senate Resolution	SR
Service Employees International Union	SEIU
Social Security Number	SSN
Society for Human Resource Management	SHRM
Speech to Text Services Network	STSN
Staff Advisory Council (Civil Service Staff)	SAC
Staff Identification Card	I-Card
State Universities Annuitants Association	SUAA
State Universities Civil Service System	SUCSS
State Universities Retirement System	SURS
Student Services Building	SSB
T	
Tax Deferred Retirement Program/Plan	TDRP
Tax Shelter Annuities	TSA
Tech Plaza	TP
Technology	Tech
Telecommunications Device for the Deaf	TDD
TeleTypewriter Telephone	TTY
Training Resources Center	TRC
Training, Performance Development and Communications	TPD&C
Transaction Interface for Granting External Requests	TIGER
U	
University	UNIV
University Academic Programs and Services	UAPS
University Accounting and Financial Reporting	UAFR
University Administration	UA
University Council on Equal Opportunity	UCEO
University Employee Advisory Committee	UEAC
University of Illiniois Foundation	UIF
University of Illinois	UI

Name	Acronym
University of Illinois - Chicago	UIC
University of Illinois - Springfield	UIS
University of Illinois - Urbana-Champaign	UIUC
University of Illinois Alumni Association	UIAA
University of Illinois Human Resources	UHR
University Office of Planning and Budgeting	UOPB
University Outreach and Public Service	UOPS
University Payables	UPAY
University Personal Identification Number	UPIN
University Professional Personnel Advisory Committee	UPPAC
University Student Financial Services and Cashier Operations	USFSCO
University Wide Student Programs	UWSP
Urbana-Champaign	U-C
V	
Vice	V
Vice President	VP
Vice President for Academic Affairs	VPAA
Vice President for Technology and Economic Development	VPTED
Video Relay Service	VRS
Visit-Visiting	Vst
Voluntary Pay Reduction	VPR
W	
Women in Science & Engineering System Transformation (STEM Faculty)	WISEST
Work Performance Reminder	WPR
Written Reminder	WR

U of I Web Links

University of Illinois

University of Illinois – www.uillinois.edu
This site provides a general overview of the University of Illinois including links to all three University of Illinois campus websites and contact information for each campus. You can find a university profile as well as general information about the campus, president, administration and trustees. You can also search the site, view a site map, find the latest university news or find links to other key campus websites.

University of Illinois Urbana/Champaign – www.illinois.edu
University of Illinois Chicago – www.uic.edu
University of Illinois Springfield – www.uis.edu
University of Illinois Global Campus - http://global.uillinois.edu/

University of Illinois Phone Directory - http://illinois.edu/ows/PH**.**

NESSIE – http://nessie.uihr.uillinois.edu
The **N**et-driven **E**mployee **S**elf-**S**ervice and **I**nformation **E**nvironment (NESSIE) enables employees on all three campuses to conduct personnel transactions online and view information related to their work environment.

University HR Public Site – http://www.uihr.uillinois.edu/
The public web presence for Human Resources on all three campuses of the University of Illinois. PANDA includes information about university wide benefits, jobs, labor agreements, policies, and salary classifications. There are also links within PANDA to each campus HR office, where you can find information specific to that individual campus, such as Faculty and Staff handbooks, holiday schedules, communications and staff development offerings.

DART – http://hrnet.uihr.uillinois.edu/dart/
Department **A**ccessible **R**egion for **T**ransactions - DART is a web-based interface for completing department level Human Resources transactions. DART offers the following applications: Academic Vacation/Sick Leave, Employee Requisition (ER Card), Employment Center, Principle Administrative Position Exemption (PAPE) and Request for Reclassification. DART allows these transactions to be completed on line and forwarded through the proper channels electronically. When the request is submitted to HR, it is processed electronically.

TIGER – https://hrnet.uihr.uillinois.edu/tiger/
Transaction **I**nterface for **G**ranting **E**xternal **R**equests - TIGER is an electronic environment maintained by the University of Illinois Office of Human Resources that enables external organizations to access selected University of Illinois information.

Webmail – https://webmail.uillinois.edu
WebMail is a Web gateway to the student and staff email clusters. It is intended to provide convenient and secure Web access to email from locations where it would not otherwise be possible.

University Human Resources (UHR) – http://hrnet.uihr.uillinois.edu
The University Human Resources is a unit of the University Administration (UA) that is responsible for coordinating human resource policy, procedures, and practices. The Office serves as primary liaison to the Illinois Department of Central Management Services and the State Universities Civil Service System on human resource and benefit related issues. From this page, you can use the buttons at the top to view information relating to the University of Illinois Office of Human Resources, or you can use the buttons at the right to learn about the systems which are used by Human Resources, view the Human Resource Office on each campus, locate an employee at the University or find other Human Resource links.

Employment Center – www.uihr.uillinois.edu/jobs
The University of Illinois Employment Center maintains listings of employment opportunities and general employment information for each of its three campuses: Chicago, Springfield, and Urbana-Champaign. In this Center you can post or remove an application or resume, search academic professional job postings, or view faculty openings and information regarding civil service positions.

Office of Business and Financial Services (OBFS) – http://www.obfs.uillinois.edu/
This site offers University-Wide Resources and Services such as: Business and Financial Policies and Procedures Manaul, Business Travel Guide for University Employees, Taxpayer Relief Act, Taxpayer Relief Act Workshop, UFAS Object Codes Guide and University Payables.

UI Directory – http://illinois.edu/ows/PH
This directory allows you to find contact information for faculty, staff and students at each campus.

University Statutes – http://www.uillinois.edu/trustees/statutes.cfm
This link offers information regarding the University of Illinois Statutes.

University Senate – http://www.usc.uillinois.edu/
This site includes information on the Senate, membership, Executive members, and meeting dates.

Board of Trustees (BOT) – http://www.uillinois.edu/trustees/
This page provides information about the Board of Trustees including Trustee biographies, organization, meeting schedules, public comment at board meetings and bylaws.

University General Rules – http://www.uillinois.edu/trustees/rules.cfm
This link offers information regarding general rules concerning University organization and procedure.

University-Wide Policies – http://www.vpaa.uillinois.edu
This link offers information regarding University-Wide Policies.

University of Illinois at Urbana-Champaign

Academic Human Resources (AHR) – http://www.ahr.uiuc.edu/
This link leads you to information about policies/procedures, appointment processing, career information, recruiting resources and other related university sites.

> **Academic Staff Handbook** – http://www.ahr.uiuc.edu/ahrhandbook/default.htm
> This site offers information regarding the Academic Staff Handbook. The handbook is produced by the Office of Academic Human Resources for use by members of the academic staff on the Urbana-Champaign campus of the University of Illinois. Its purpose is to collect and summarize information and policies located in various university documents. The Handbook is not for establishing or modifying policy. The information given is applicable to the current academic year and is subject to change.

Campus Administrative Manual (CAM) – www.admin.uiuc.edu/cam
The Campus Administrative Manual (CAM) is one of several policy manuals for the University of Illinois at Urbana-Champaign. The CAM includes policies, procedures, information, forms, and guidelines. Many of these documents are being reviewed and updated, and a simpler numbering system will be developed.

Staff Human Resources (SHR) – www.pso.uiuc.edu/pso.html
The Personnel Services Office is the hiring agent for all civil service positions. This site provides information about classifications, job openings, polices/procedures, forms, labor and employee relations, extra help services and many other resources.

UIUC Provost – http://www.provost.uiuc.edu
This site provides information to faculty, departments and students regarding the Office of the Provost. You can also find specific information about accreditation, policies, education, grants/awards, staff resources and graduation requirements.

UIUC Office of Access and Equal Opportunity – http://www.eoa.uiuc.edu
This link offers information regarding the Office of Access and Equity, which represents the UIUC campus to federal and state agencies as well as to the higher education community on issues related to affirmative action, equal opportunity, harassment, and diversity.

Division of Campus Parking - http://www.parking.uiuc.edu/index.htm
This site provides information on campus construction and maintenance, permits, motorist assistance, citations, and parking lists.

Training for Business Professionals (T4B) - http://www.studio5d.com/T4B/
This site provides information on workshops and professional development opportunities for employees.

University of Illinois at Chicago

UIC Human Resources – http://www.hr.uic.edu
This link will provide you with a staff directory, holiday schedule, HR forms, employment information, training, policies/procedures, and employee benefits.

UIC Provost – http://www.uic.edu/depts/oaa/oaahome.html
This site provides information to faculty, departments and students regarding the Office of the Provost. You can also find specific information about policies/procedures, information for new faculty, educational outreach, programs, a staff directory and other staff resources.

UIC Office of Access and Equity – http://www.uic.edu/depts/oae/
This link offers information regarding the Office of Access and Equity, which represents the UIC campus to federal and state agencies as well as to the higher education community on issues related to affirmative action, equal opportunity, harassment, and diversity.

University of Illinois at Springfield

UIS Human Resources – http://www.uis.edu/humanresources/
From this page, you can find information specific to UIS. There are six main categories of information: employment, organization, policy, communicate, services and development.

UIS Provost – http://www.uis.edu/academicaffairs/

UIS Office of Access and Equal Opportunity – http://www.uis.edu/aeo/
This link offers information regarding the Office of Access and Equity, which represents the UIS campus to federal and state agencies as well as to the higher education community on issues related to affirmative action, equal opportunity, harassment, and diversity.

External Agencies

Illinois Board of Higher Education - http://www.ibhe.org/
This link provides information about IBHE including legislation, colleges and universities, consumer information, data and statistics, academic and degree information, and reports and studies.

State Universities Retirement System (SURS) – http://www.surs.com/
This link provides information about SURS including retirement options, pending legislation, a benefit estimator, contact information and other helpful resources.

Central Management Services (CMS) – http://www.state.il.us/cms/
This web site provides information about CMS including public and government services, education and employment, purchasing/selling to the State of Illinois, employee programs, and communication and technology. CMS is the State benefits management system.

State Universities Civil Service System (SUCSS) – http://www.state.il.us/sucss/
This web site is a quick resource for obtaining information related to the State Universities Civil Service System.
You can find information regarding class specifications, merit board policy, an organization chart, procedures manuals, quarterly employee data, a salary range report, statutes & rules and universities and agencies.

Maps