

## **ARTICLE II: EMPLOYMENT POLICIES**

### **Section: 2. Benefits**

#### **Policy 2.1: Sick Leave Issued: February 1, 2001**

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Sick leave is a benefit intended to provide continuation of compensation during a period of illness or to cover doctors' visits required during normal working hours.

Board of Trustees Regulations provide that the employer may require satisfactory evidence of illness before authorizing payment for sick leave through contact with the employee's physician or health care provider.

Sick leave must be earned or credited in accordance with Board of Trustees Regulations, Civil Service Rules or bargaining unit contract provisions, if applicable, before it can be taken; negative balances will not be permitted. In the event that no sick leave is available, the employee shall be given leave without pay. Normally vacation leave shall not be used to cover sick leave. In the case of Civil Service and A&P employees, an exception to these guidelines could be made in cases where sick leave benefits have been exhausted because of illness.

#### **Leave of Absence Without Pay Related to Personal or Family Illness or Injury, for University Employees:**

Requests for leaves of absence, without pay, for reasons other than disability, upon the recommendation of the immediate supervisor, may be granted by the Director of Human Resources after vacation leave is reduced to not more than 5 days. Each request will be considered on the basis of its individual merits and the operational needs of the department.

#### **Federal Family and Medical Leave**

Employees who have a cumulative 1 year of service and have worked for 1,250 hours over the last 12 months may take up to a total of 12 weeks unpaid leave during any 12 month (fiscal year) period under the Federal Family and Medical Leave Act (FMLA) of 1993. Family/Medical Leave may be taken for one or more of the following purposes:

- (A) Because of the birth of a son or daughter of the employee and in order to take care of such son or daughter.
- (B) Because of the placement of a son or daughter with the employee for adoption or foster care.
- (C) In order to care for the spouse, or a son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition.
- (D) Because of a serious health condition that makes the employee unable to perform the

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(E) functions of the position of such employee.

Family/Medical leave taken because of the serious health condition of the employee, or to care for an employee's spouse, son, daughter, or parent with a serious health condition must be supported by certification from a health care provider. When the leave is foreseeable based on planned medical treatment, the employee shall make a reasonable effort to schedule the treatment in an operationally nondisruptive manner, and shall provide 30 days advance notice, or such notice as is practicable, if the treatment is to begin earlier. Under the conditions defined by the FMLA, second and third medical opinions and recertification may be required. If the employee has any accrued sick leave, accrued vacation leave, or compensatory time, that leave may be substituted for the unpaid leave. For consideration of approval of Family/Medical Leave, employees are required to complete a Family Medical Leave Form.

#### Disability Leave

Employees may qualify for benefits under the State Universities Retirement System (SURS). The following conditions must be met to be considered for qualification:

- (1) The employee has completed two years of service credit with SURS (unless the disability is the result of an accident)
- (2) The employee is disabled for more than 60 calendar days.
- (3) The employee has exhausted all accumulated sick leave.

If the employee qualifies for this benefit, the SURS "Application for Disability Benefit" form must be completed.

Employees applying for disability leave should meet with the Benefits Coordinator in Human Resources to process the application in a timely way, and to complete all requirements.

#### Workers' Compensation

Employees who are injured on the job may be entitled to coverage under the provisions of workers compensation.

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In instances where an employee's injury results in absences not exceeding three full workdays, the employee may opt to, upon approval of the supervisor, use vacation or sick leave for the period of this absence. When accrued vacation and sick leave does not exist, the employee is placed on a leave of absence, without pay, with approval of the Director of Human Resources.

On the fourth full workday after the injury, the employee may apply for Total Temporary Disability (TTD) (which is equal to 2/3 of employee's monthly salary) or remain on vacation, sick or leave without pay, provided she/he has not been released to return to work by the attending physician/s. Once placed on TTD, the employee remains in this status until such time she/he is released by the physician/s to return to work. While on TTD, her/his status automatically converts to leave without pay.

Fourteen days following the injury, the employee may request the return of any used sick leave or vacation leave, provided she/he have not been released by her/his attending physician/s to return to work. Should the employee be credited with this time, she/he is required to reimburse the University for payments made for sick or vacation leave usage.

#### **Administrative and Faculty Medical Leave:**

- (A) When an employee notifies her/his department supervisor, either orally or in writing, that she/he is will be off work due to medical leave, the employee will complete and submit an "Administrative/Faculty Request for Medical Leave of Absence" form with the required supporting documentation to the department supervisor or vice president prior to going on leave.
- (B) Administrative/Faculty Request for Medical Leave of Absence procedures and the request for medical leave form are attached.

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#### MEDICAL LEAVE

1. Request Medical Leave Forms from the Office of Human Resources, Cook Administration Building, Room 204.
2. Fill out the Medical Leave Request Form. You must attach a statement from your doctor.
3. Submit the Medical Leave Request Form, with the doctor's statement attached, to your supervisor for signature.
4. The supervisor is to sign the form and forward it to the appropriate university official (Dean, Vice President, or President) for signature.
5. The appropriate university Vice President or President is to forward the Medical Leave Request Form to the Office of Human Resources.
6. The Office of Human Resources will process the Medical Leave Request Form and forward it to the Payroll Department.
7. The Payroll Department will process the Medical Leave Request Form and deduct the time from your sick leave during the requested period of absence. **During this period of Medical Leave, your supervisor does not have to submit leave forms to the Payroll Department.**
8. If you anticipate using all of your sick leave before the end of your requested medical leave and you want Payroll to deduct from your accrued leave, please check accrued leave also on the Medical Leave Request Form. **During this period of Medical Leave, your supervisor will not have to send in accrued leave forms to the Payroll Department.**
9. Return all copies of the form. Copies will be distributed to employee and supervisor after the form is processed for payroll.

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#### **Policy 2.2: Procedures for Requesting Administrative/ Faculty Medical Leave and Returning to Work**

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#### **RETURNING TO WORK OR EXTENSION OF MEDICAL LEAVE**

1. Approximately two weeks prior to the end of your requested medical leave period, you should submit a Return to Work Form with the doctor's statement attached (releasing you to return to work, or requesting an extension of your leave) to your supervisor.
2. Your supervisor is required to verify that you have or will return to work and the effective date, or that you are requesting an extension of your medical leave.
3. The supervisor is to forward this form with the doctor's statement to the Office of Human Resources.
4. The Office of Human Resources will process this form and forward it to the Payroll Department. Copies will then be sent to the employee, supervisor, and benefits.
5. Payroll will take appropriate action on this form.
6. If you have been off pay status, upon receipt of this form by the Payroll Department, you will be return to pay status.

Attachments: Medical Request Leave Form, Return to Work/Extension of Medical Leave Form.

For additional information, contact the Office of Human Resources at ext. 2040.

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Faculty Medical Leave and Returning to Work  
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**ADMINISTRATIVE/FACULTY**  
**Return to Work/ Extension of Medical Leave Form**

*Section to be completed by employee:*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

I will return to work from medical leave on \_\_\_\_\_

I need to extend my medical leave through \_\_\_\_\_

*Section to be completed by supervisor:*

I am verifying that the above named employee:

Has returned to work on \_\_\_\_\_

Will return to work on \_\_\_\_\_

Is requesting extension of medical/family medical leave through \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name and Title

Note: A Doctor's statement must accompany this form releasing you to return to work or verifying your request for an extension of your medical leave.

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**ADMINISTRATIVE/FACULTY**  
**Request for Medical Leave of Absence**

Name \_\_\_\_\_

Title \_\_\_\_\_

Position \_\_\_\_\_

Department \_\_\_\_\_

***Type of leave requested:***

Medical Leave

Family Medical Leave

Dates of leave: From \_\_\_\_\_ Through \_\_\_\_\_

Use of Sick Leave

Use of Accrued Leave

Doctor's statement must accompany this form

Attached

Signature/Dates:

\_\_\_\_\_  
Chairperson/Director

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Or President

Forwarded to Payroll Department

\_\_\_\_\_  
Human Resource Officer

\_\_\_\_\_  
Date

## **ARTICLE II: EMPLOYMENT POLICIES**

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#### **Policy 2.3: Educational Leave**

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Educational Leave Opportunities are offered in accordance with BOT Regulations and provisions of the UPI-BOT Collective Bargaining Agreement. Applications are invited with the understanding that awards are contingent upon the ability of the University to support them.

The application process is as follows:

- (A) The President's Office requests Educational Leave applications annually. The application form includes an explanation of the procedures and indication of the number of available awards for approved proposals. The employee's immediate supervisor and the appropriate vice president are asked to sign for the purpose of verifying that the arrangements for covering the employee's duties in the event of an award are acceptable and that the proposal is consistent with the goals of the vice-presidential area.
- (B) The applications receiving a favorable endorsement from the appropriate vice president will be forwarded by the Office of the President to either the A&P Council or the Advisory Committee on Faculty Awards for review and ranking as to relative quality.
- (C) The A&P Council and the Advisory Committee on Faculty Awards will forward their advisory rankings and the applications to the Office of the President for review and discussion with the vice presidents prior to the decision on leaves to be awarded.



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#### **Policy 2.4: Observance of Religious Holidays by Students and University Employees**

**Issued: April 1, 2001**

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Chicago State University subscribes to the following policy and procedures, consistent with Illinois Public Act 84-212, an act to prohibit public school districts and institutions of higher education from discriminating against students for observing religious holidays (effective August 26, 1985). The University shall reasonably accommodate its students and employees to fulfill their regular duties on the occasion of a religious observation. Students and employees who believe they have been discriminated on grounds of religious observances may seek redress through the Equal Employment Opportunity Office.

- (A) Students:
  - (A) Chicago State University supports the concept of "Reasonable Accommodation of Religious Observances" in regard to admissions, class attendance and the scheduling of examinations and other academic work requirements.
  - (B) A student who is unable because of the observance of a religious holiday to attend classes on a particular day(s) or at a particular time of day may be excused from taking any examination or any study or other academic work assignments on such days or times.
  - (C) Faculty and administrative personnel shall require up to 5 calendar days advance notice of absences to observe religious holidays.
  - (D) It is the responsibility of the faculty and administrative personnel to make available to such students an equivalent opportunity to make up the examinations, study, or other academic work requirements which they missed due to such absences.
  - (E) It is the responsibility of all students who also are employees of the University to make arrangements to fulfill their obligations to the University in advance of their absence, and/or to utilize accrued leave (if applicable) during the absence.
  - (F) No fees or penalties may be imposed against the students who exercise such afforded opportunities.

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**Policy 2.4: Observance of Religious Holidays by  
Students and University Employees**

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(B) University Employees:

An amendment to the Illinois Human Rights Act permits employees in state universities to take time off from work in order to observe religious practices. The law does not require the state universities to pay employees who take time off from work in order to practice religious beliefs. The law does require, if operational needs permit, that work hours lost without pay for religious reasons be deferred to work hours outside the regular work schedule.

All employees who intend to take time off from work in order to practice religious beliefs must provide written notice to appropriate supervisors 5 days prior to the intended absence.

Exempt employees (Faculty, Administrative/Professional, Exempt Civil Service) may

- (A) Charge the absence to accrued leave by the use of personal days if an accrued leave balance is available, or
- (B) Arrange with the appropriate supervisor to complete required work at another time, or
- (C) Request an unpaid leave of absence.

Nonexempt Civil Service employees may

- (1) Charge the absence to accrued leave if an accrued leave balance is available, or
- (2) Charge the absence to previously earned compensatory time, or
- (3) Request an unpaid leave of absence, and/or
- (4) Request that the work hours lost without pay be scheduled to be worked at another time, e.g., before or after the regular daily work schedule on the day the absence occurs. NOTE: Deferred work hours may be worked in the

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same work week as the absence and shall be compensated at the employee's regular rate of pay. Deferred work hours may also be worked in differing work week(s) as long as the employee does not exceed 40 hours worked during the make-up work week(s) and shall receive her/his regular compensation for the deferred work hours.