

SIU New Employee Orientation

Fringe Benefits



Employee Records Staff

- **Tara Moore**
 - Employee Records Supervisor, CS Semi-monthly
- **Lisa Cardinale-Brown**
 - Human Resource Officer-CS Bi-Weekly
- **Trish Hoskins**
 - Human Resource Representative-Faculty/AP
- **Vickie Glasco**
 - Copying & Distribution of Forms
- **Christell Holmes**
 - Human Resource Assistant-Tuition Waivers



Fringe Benefit Section Agenda

- ❑ Employee Records Staff
- ❑ Absences and Benefits
- ❑ Leaves with Pay
- ❑ Leaves without Pay
- ❑ Tuition Waiver Benefits
- ❑ Spouse or Domestic/Civil Union Partner cards



Absences and Benefits

Reporting Absences

- Guidelines
- Absence Slips
- Keep copy for your records

Sick Leave Benefits

- Available uses
- No maximum on the amount of sick leave accrual
- Documentation may be required

Sick Leave Benefits

- ❑ Must be exhausted before an employee is eligible for disability under the State Universities Retirement System
- ❑ Unused, unpaid sick time may be transferred to another state of Illinois university or agency at the time of separation

Pregnancy

- Considered the same as any other medical condition
- Up to 6 weeks can be taken for the condition resulting in normal delivery
- Use of additional time requires orders from the employee's physician, unless covered under FMLA

Vacation Benefits

- Except in emergencies, vacation must be pre-approved

- **Computer maximum**
 - Maximum employee will accrue
 - No more accrual until time is used

- **Policy maximum**
 - Maximum amount of unused vacation payable to an employee upon separation

- No vacation is earned during sabbatical leaves, professional development leaves, or leaves of absence without pay



Leaves with Pay

- Disaster Relief
- Bereavement
- Jury Duty
- Military Service
- Extended Sick Leave (Civil Service)



Leaves with Pay

Disaster Relief

- Up to 20 days in 12-month period
- Must be a certified disaster service volunteer with American Red Cross or assigned to Illinois Emergency Management Agency
- Must be a disaster that occurred within the United States or its territories.



Leaves with Pay

Bereavement

- Up to 3 days to attend the funeral or memorial service, related travel or bereavement time of immediate family or household
- One day granted to attend the funeral for a relative outside the immediate family



Leaves with Pay

Jury Duty

- ❑ Jury Duty or Subpoena - leave with pay
- ❑ When court is not in session, employee must return to work
- ❑ If required to appear as defendant or plaintiff for personal civil or criminal lawsuit, no leave granted
- ❑ Jury duty compensation does not have to be reported to SIUC



Leaves with Pay

Military Service

- For annual military obligations in any component of the US armed forces
 - Compensation in accordance with applicable state and federal laws
- If activated due to civil disturbance, disaster or local emergency
 - Cumulative maximum of 20 working days per fiscal year



Leaves with Pay

Extended Sick Leave (Civil Service)

- Up to 20 days w/pay for any FMLA qualifying reason of the Civil Service employee, spouse, domestic/civil union partner, child, or parent

- Eligibility-Must be employed for 6 months
 - 20 day benefit is proportionate to full-time equivalent



Leaves with Pay

Extended Sick Leave (Civil Service)

- ❑ ESL will be counted towards the 12 week FMLA allotment
- ❑ Any unused portion of the 20 days is available for use during that fiscal year but cannot be carried over into the next fiscal year
- ❑ If ESL crosses over fiscal years, the employee must return to work before becoming eligible for an additional 20 days in the next fiscal year
- ❑ Employee must provide a medical release to their department and Human Resources **BEFORE** returning to work from leave for their own illness



Leaves without Pay

- Family & Medical Leave (FMLA)
- Victims' Economic Security & Safety Leave (VESSA)
- School Visitation Leave
- Voting in Elections
- Personal Leaves



Leaves without Pay

Family & Medical Leave (FMLA)

- Unpaid family & medical leave benefits to eligible employees
- Eligibility-must have worked for 12 months or one academic year AND must have worked at least 1250 pay status hours that year



Leaves without Pay

Family & Medical Leave (FMLA)

- May be granted for the following:
 - Serious health condition preventing the employee from performing his or her job
 - Birth of your child (mother or father)
 - Placement of child with the employee for adoption or foster care



Leaves without Pay

Family & Medical Leave (FMLA)

- May be granted for the following:
 - Care of a spouse, domestic partner, child (under 18 unless permanently disabled), or parent with a serious health condition
 - Any qualifying exigency arising out of covered active duty or call to active duty status of a spouse, son, daughter or parent



Leaves without Pay

Family & Medical Leave (FMLA)

- Maximum of 12 work weeks once every 12 months

- Any available sick leave may be used; otherwise the leave will be without pay



Leaves without Pay

Family & Medical Leave (FMLA)

- Can also be granted to care for a child, spouse, parent or next of kin who is a covered service member or covered veteran undergoing treatment or recuperating from a serious illness or injury incurred in the line of duty
 - This leave is for up to 26 weeks in a 12 month period



Leaves without Pay

FMLA Application Process

- Contact Employee Records
- Health Care Provider must complete application
- Keep in contact with your department
- Must provide a return to work slip
- Information is confidential



Leaves without Pay

Victims' Economic Security & Safety Leave (VESSA)

- Unpaid leave to seek service, assistance, safety or legal remedies to address domestic violence, stalking or sexual assault
- All employees are eligible on the first day of employment



Leaves without Pay

Victims' Economic Security & Safety Leave (VESSA)

- ❑ Maximum of 12 weeks per 12 month period
- ❑ Used for employee, or member of employee's family or household
- ❑ Sick or vacation may be used, otherwise leave will be without pay



Leaves without Pay

School Visitation

- When the employee's attendance is required at their child's school for conferences and classroom activities during normal working hours:
- May request use of vacation time or leave without pay



Leaves without Pay

Voting in Elections

- ❑ Excused without pay for maximum of 2 hours
- ❑ Employee must be scheduled to work more than 4 hours during the polling time



Leaves without Pay

Personal Leaves

- A leave without pay may be granted for numerous personal reasons

- Contact Employee Records at 453-6698 for more information



Tuition Waiver Benefits

- Employee Tuition Waiver
- Interinstitutional Undergraduate Tuition Waiver
- Southern Illinois University Undergraduate Tuition Waiver
- Dependent of Deceased Employee Waiver
- Forms on Human Resources website

Employee Tuition Waiver

- ❑ Full waiver of tuition granted for all SIUC employees on pay status, SIUC retirees, and employees on leave or layoff
- ❑ Employees on pay status must be employed during term of applicable waiver
- ❑ Not applicable to professional programs such as the School of Law or School of Medicine



Tuition Wavier Benefits

Interinstitutional Undergraduate Tuition Waiver

- ❑ Must be employed for 7 years
- ❑ Dependent must be under 25 years of age
- ❑ Must be natural, adoptive, or stepchild
- ❑ Noncredit, graduate or professional studies excluded
- ❑ Covers 50% of tuition

SIU Undergraduate Tuition Waiver

- ❑ Interinstitutional Undergraduate Tuition Waiver is extended to include SIUC employees who are retired, on permanent layoff, or the natural or adopted child of a domestic/civil union partner
- ❑ Applies to SIU system only

Tuition Waiver for Dependents of Deceased Employees

- Surviving spouses and dependent children of deceased SIUC employees

- Deceased university employee on active payroll, retirement, or disability status employee
 - Must have served the university for 5 years in full time capacity

- Exclusive of fees

- Maximum of 8 semesters



Appointment Paper

- You should receive a copy of your appointment paper with all appropriate signatures
- If you do not receive one, contact Employee Records at 453-6698

Spouse or Domestic/Civil Union Partner Card

- ❑ Permits a spouse or domestic/civil union partner to gain access to select university facilities and services
- ❑ Must be renewed for each fiscal year or appointment period
- ❑ Employee must present proper ID to Employee Records-108 Miles Hall.