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
Absences and Benefits

Sick Leave Benefits

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

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
Absences and Benefits

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
Absences and Benefits

**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
Tuition Waiver Benefits

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 Waiver 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
Tuition Waiver Benefits

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.