



# 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
- **Holly Sparkman**
  - Human Resource Representative-Faculty/AP
- **Amber Easton**
  - 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)

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- 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)

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- 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 Wavier 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 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 - Miles Hall.