



## **Absence Management Programs: Understanding the University of Chicago's Leave of Absence Programs**



The University of Chicago

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## University Human Resources Management

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### HR Publication Series

This booklet is the second in a series of HR publications by University Human Resources Management (UHRM).

Additional publications include:

- Booklet one:     Recruiting a Diverse and Excellent Staff at  
                    The University of Chicago  
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- Booklet two:     Absence Management Programs:  
                    Understanding the University of Chicago's  
                    Leave of Absence Programs

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## University Human Resources Management Our Mission

University Human Resources Management (UHRM) is committed to the development and implementation of equitable systems for the recruitment, retention, training, and motivation of all staff employees at the University of Chicago.

UHRM's primary emphasis is on the non-academic workforce of the University. We also serve academic employees and University retirees.

UHRM proposes, implements, and administers policies and programs that support University objectives; identifies and corrects current personnel policies, programs, and practices which create barriers for productive work environments; and ensures that the personnel systems of the University are consistent with legal requirements.

We strive for excellence and efficiency in all aspects of our work, with special emphasis on providing prompt responses to employee requests and to the needs of University managers. We work closely with University managers as we implement programs that impact their departments.

The quality of UHRM's staff is critical to fulfilling our mission. We are committed to creating opportunities for the growth and productivity of each member of the UHRM staff.

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## What Are Leaves of Absence?

The University of Chicago's leave of absence programs allow University employees the opportunity to take time off from work to attend to personal and medical needs for themselves and designated family members. In addition, the University provides opportunities for University employees who participate in the country's armed forces to take time off from employment to train or serve in the nation's military services.

## What Types of Leave Programs Are Available?

The University offers several types of leave programs, including the following:

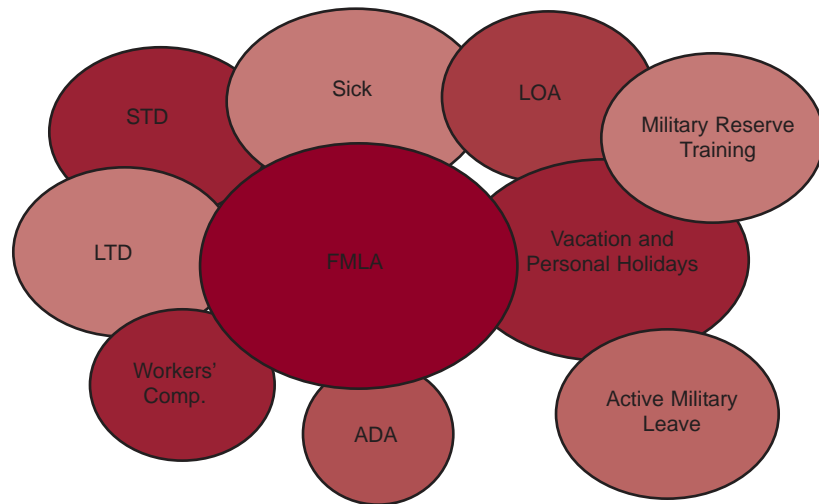
- Personal Leave of Absence (LOA);
- Short-Term Disability (STD);
- Long-Term Disability (LTD);
- Family and Medical Leave Act (FMLA);
- Workers' Compensation;
- Leave for Active Military Service; and
- Military Reserve Training Leave.

This booklet provides a quick reference guide and detailed information about the criteria, conditions, and considerations involved in granting leaves of absence.

The University provides information about leave programs (except for Workers' Compensation) in its online Personnel Policy Index. Additionally, Summary Plan Descriptions (SPDs) outline details of the medical, disability, and Workers' Compensation leave programs. Note that information in the SPDs supercedes any policy information.

## Relationships Between Leave Programs

The diagram below demonstrates the overlapping relationships between the University's leave of absence programs and other programs (i.e., sick leave and Americans with Disabilities Act).



## Relationships Between Leave Programs

University of Chicago Leave and Time-Off Programs	Overlaps with Other Leave and Time-Off Programs, Including:	Effect on Other Leave and Time-Off Programs
<b>Personal Leave of Absence (LOA)</b>	<ul style="list-style-type: none"> <li>• Vacation</li> <li>• Personal holidays</li> <li>• Military Reserve Training</li> </ul>	<ul style="list-style-type: none"> <li>• Personal leave begins when accruals (vacation and personal holidays) are exhausted</li> </ul>
<b>Short-Term Disability (STD)</b>	<ul style="list-style-type: none"> <li>• Sick leave</li> <li>• FMLA</li> <li>• LTD</li> </ul>	<ul style="list-style-type: none"> <li>• Benefits begin once an employee is totally disabled for a continuous period exceeding 14 calendar days or sick leave is exhausted, whichever is longer</li> <li>• Counts toward the 12-week FMLA allotment</li> <li>• Accruals cease</li> <li>• May use STD to bridge to LTD</li> </ul>
<b>Long-Term Disability (LTD)</b>	<ul style="list-style-type: none"> <li>• FMLA</li> <li>• STD</li> </ul>	<ul style="list-style-type: none"> <li>• Counts toward the 12-week FMLA allotment</li> </ul>
<b>Family and Medical Leave Act (FMLA)</b>	<ul style="list-style-type: none"> <li>• Vacation</li> <li>• Personal holidays</li> <li>• Sick leave</li> <li>• LTD</li> <li>• STD</li> <li>• Americans with Disabilities Act (ADA)</li> </ul>	<ul style="list-style-type: none"> <li>• May use accrued vacation and personal holiday time as part of FMLA leave</li> <li>• May use accrued sick leave for own serious health condition - cannot use sick leave to care for others</li> </ul>
<b>Workers' Compensation</b>	<ul style="list-style-type: none"> <li>• LTD</li> <li>• Vacation</li> <li>• Personal holidays</li> <li>• Sick leave</li> </ul>	<ul style="list-style-type: none"> <li>• No effect</li> </ul>
<b>Leave of Absence for Active Military Service</b>	<ul style="list-style-type: none"> <li>• Vacation</li> <li>• Personal holidays</li> </ul>	<ul style="list-style-type: none"> <li>• After one month, may elect to use vacation and personal holidays to maintain full salary for one-month period</li> </ul>
<b>Military Reserve Training Leave</b>	<ul style="list-style-type: none"> <li>• Vacation</li> <li>• Personal holidays</li> <li>• Leave of absence (LOA)</li> </ul>	<ul style="list-style-type: none"> <li>• May elect to use vacation and personal holiday time to retain full salary after three weeks of training</li> <li>• After three weeks of training, place on unpaid LOA for time not covered by vacation, personal holidays or paid military leave</li> </ul>

## Why Is It Important to Process Requests for Leave in a Timely Manner?

The University, your department, and the employees for whom you are responsible count on you to process requests for leave of absence in a timely manner to avoid delay in benefit payments, legal complications, and to ensure efficient administration of leave programs. Below are some of the benefits and implications associated with timeliness in processing leave requests:

### Benefits of timely processing:

- streamlines the application and administration processes;
- ensures compliance with federal regulations;
- provides for timely implementation of leave programs for affected individuals;
- provides for more effective administration of University policies and programs;
- reduces hardship on employees by avoiding overpayment, underpayment or no payment to affected individuals; and
- enhances customer service and employee relations.

### Implications of not processing leaves in a timely manner:

- may cause denial of leave;
- the University/department may incur penalties for non-compliance with federal regulations;
- employees may be overpaid, underpaid or receive no payment at all which may cause hardship; and
- problems occur due to unapproved leaves.

## Frequently Asked Questions (FAQs) About Leave Programs

- Q.** Is Family and Medical Leave of Absence (FMLA) paid?
- A.** No. Time taken for FMLA is unpaid; however, FMLA provides job protection. To be paid, an employee may use accrued sick leave to care for his/her own health condition. Vacation and personal-holiday time may be taken for the employee's own health condition or for the care of a family member or adoption of a child.
- Q.** Which employees are eligible for FMLA leave?
- A.** Eligible employees are those who have worked for the University:
- a minimum of one year; and
  - a minimum of 1,250 hours (an average of 25 hours/week) during the 12-month period prior to starting FMLA leave.
- Q.** Is an employee's job protected while he/she receives STD benefits?
- A.** Yes, an employee has the right to reinstatement to his/her same job.
- Q.** How many weeks is an employee eligible for a pregnancy-related disability?
- A.** Unless there are medical complications, six weeks is the approved timeframe for a pregnancy-related disability. However, a cesarean delivery will be approved for eight weeks.

## Personal Leave of Absence

### WHAT IT IS

- A personal leave of absence (LOA) provides a means for units to offer employees excused leave without pay.

### REASONS FOR LOA

- An employee may request a personal leave of absence for any of the following reasons:
  - the employee's own education;
  - research purposes;
  - travel;
  - family needs;
  - personal needs;
  - military service;
  - medical absence; or
  - union business.

### LENGTH OF LEAVE

- The University will consider requests for unpaid leaves of absence for one to 12 months from regular employees who have at least one year of continuous service with the University of Chicago.

### PAID OR UNPAID

- The personal LOA program offers unpaid leave.

### EXTENDING A LEAVE

- A personal LOA may be extended for a total leave time of up to 12 months.

## APPLICATION AND ADMINISTRATION

- A non-academic employee submits a signed request for leave to his/her department supervisor on a Leave of Absence Request Form - specifying the reason for the request and expected duration - at least three months in advance. This form can be found on the Employee/Labor Relations Web site.
- A request for a medical leave must include a statement from a licensed health care provider indicating the reason (diagnosis) and anticipated return date (prognosis).
- The department should consider the following before granting a personal leave:
  - the department's current level of activity;
  - the availability of replacements;
  - the employee's job performance/attendance; and
  - the necessity for the request.
- Following departmental action, copies should be forwarded to the division/administrative unit for action.
- The employee should sign the form on the second "Employee Signature" line, indicating awareness of the conditions of the leave.
- Forward all copies to UHRM for final approval.

### JOB REINSTATEMENT

- Failure to return to work at the expiration of an LOA may result in termination.
- Reinstatement after a personal leave is at the discretion of the University and is not guaranteed.

- At the completion of a personal leave, the University will make an effort to reinstate the employee to the same or comparable job. If the employee is reinstated, service will be bridged.
- If no job is available, the employee will be placed on a preferential hiring list for up to three months. If he/she is not placed at the end of this time, the employee will be terminated.

### EFFECT ON ACCRUALS

- Personal leaves of absence begin when an employee has exhausted accrued vacation and personal holidays.
- Accrued sick leave remains intact during a personal LOA.
- Paid time-off accruals cease.

### EFFECT ON BENEFITS

- Medical insurance must be maintained for three months if the employee wishes to have immediate coverage upon return to work without waiting for the next open enrollment. During the first three months, he/she pays the employee rate, thereafter, he/she pays full coverage cost.
- The employee may opt to maintain dental, life, and personal accident insurance. No pre-tax contributions can be made to a flexible spending account (FSA).
- An employee participating in ERIP, CRP, or SRP will not continue to contribute; previously credited income will not be affected.
- Service does accrue for ERIP's defined-benefit component.

## Short-Term Disability

### WHAT IT IS

- Short-term disability (STD) provides income protection to nonprobationary, benefits-eligible employees for up to 13 weeks.

### REASONS FOR STD

- An employee may request short-term disability leave for the following reasons:
  - nonwork-related injury or illness; or
  - pregnancy-related disability.

### LENGTH OF LEAVE

- Benefits begin once the employee is totally disabled for a continuous period exceeding 14 calendar days or the employee's sick leave is exhausted, whichever is longer.
- Benefits end after 13 weeks of disability - exceptions apply for members of some bargaining units.

### PAID OR UNPAID

- The STD leave program is a paid leave program.

### EXTENDING A LEAVE

- Short-term disability may be extended for the same or an additional disability by initiating the following processes:

- If the employee is disabled for the **same** cause after returning to work:
  - he/she may reinstate a claim by filing an Updated Accident and Sickness Claim Form;
  - he/she will not incur a 14-day waiting period; and
  - payments will not be made if the second absence occurs less than seven calendar days from the employee's return to work.
- If the employee is disabled for a **different** cause after returning to work, he/she must:
  - obtain a new Application for Accident and Sickness Form; and
  - have continuously worked for at least two weeks before he/she becomes eligible to receive the benefit for a different disability.
- If short-term disability is exhausted, the employee may apply for long-term disability leave.

### APPLICATION AND ADMINISTRATION

- An employee must have completed the probationary period to be eligible for STD benefits. Employees of some bargaining units must be employed for one full year before becoming eligible to apply for STD.
- An employee should contact the STD administrator in UHRM's Wage and Salary Administration Office to request an Application for Accident and Sickness Benefits Form, and Accident and Sickness Information Sheet.
- The employee, supervisor or departmental administrator, and the employee's physician should complete the applicable sections of the form.

- The completed form should be submitted within six weeks of the first day of absence to the STD administrator in the Wage and Salary Administration Office at Ingleside Hall.
- The STD administrator will send a letter regarding approval to both the employee and departmental administrator.
- There is a two-week waiting period before an employee will be granted approval for STD leave.

### JOB REINSTATEMENT

- Failure to return to work at the expiration of a leave of absence may result in termination.
- An employee will be reinstated to his/her same job upon return from short-term disability leave and will be required to provide a physician's release for duty.

### EFFECT ON ACCRUALS

- Sick accruals must be exhausted before STD payments begin.
- Sick, vacation, and personal holiday time will not accrue.
- Previously accrued vacation and personal holiday time will remain intact during short-term disability.

### EFFECT ON BENEFITS

- Medical, dental, personal accident insurance, and group life insurance will continue at the same level as before STD leave.

- Deductions for flexible spending accounts (FSAs) will remain the same as was deducted from the regular biweekly or monthly paycheck before STD leave.
- Contributory Retirement Plan (CRP) or Retirement Income Plan for Employees (ERIP) contributions are based on the employee's reduced benefits-eligible salary (i.e., 60 percent of the pre-disability salary).
- An employee on STD leave remains eligible for the University Laboratory Schools Benefit and the Employee Child Tuition Benefit.
- An employee on STD leave is not eligible for the Employee Tuition benefit at the University or outside the University.

## Long-Term Disability

### WHAT IT IS

- Long-term disability (LTD) is an insurance benefit that replaces lost wages if an employee is unable to work for a period of more than three months.

### REASONS FOR LEAVE

- An employee may request LTD for the following reasons:
  - sickness;
  - accident;
  - injury; or
  - pregnancy.

### LENGTH OF LEAVE

- If approved, long-term disability benefits begin the first day of the month following three months of continuous disability.
- The maximum duration of long-term disability benefits is age 65.

### PAID OR UNPAID

- The LTD leave program is a paid leave program.

### EXTENDING A LEAVE

- Long-term disability cannot be extended.

## APPLICATION AND ADMINISTRATION

- An employee who has exhausted STD benefits while awaiting approval for LTD leave should be placed on an unpaid leave of absence. The Benefits Office will bill the employee at the employee rate for the first three months, and at the full rate thereafter for his/her benefits continuation costs.
- An employee requesting LTD leave should complete and submit to UHRM's Benefits Office within 12 months of disability the LTD application and provide associated materials which include the following:
  - employee statement;
  - physician's statement and medical records supporting the LTD claim; and
  - employer statement completed by the Benefits Office - with assistance from the department - which provides the employee's job description and number of hours worked on his/her last day; additional information may be required.
- The Benefits Office submits the completed application to the University's LTD insurance company for review and approval/denial of the application.
- The insurance company will notify the University's Benefits Office of the determination; the Benefits Office will notify the department, UHRM - Wage and Salary Administration or the Provost's Office of the determination.
- For applications which have been approved, the Benefits Office completes all administrative work to continue the employee's University benefits.

- When the disability period ends, the Benefits Office will notify the department and UHRM - Wage and Salary Administration or the Provost's Office.
- An employee who wishes to return to work must provide the insurance company and the University with a copy of the physician's statement indicating the employee is physically able to return to work.
- Long-term disability benefits end the first of the month following the date the employee's doctor says he/she can return to work, subject to any transition-to-work program.

## JOB REINSTATEMENT

- An employee who seeks to return to active work status after a period of disability may apply for University vacancies for which he/she believes himself/herself to be qualified. Such individual may be required to furnish a physician's release-for-duty notice. The University may require a fitness-for-duty evaluation at its expense.
- Reinstatement to active employment status after having been on LTD is at the discretion of the University and is subject to applicable law.
- For a non-union employee, a department is obligated to hold the employee's job for no longer than 180 days until LTD is approved. Once LTD has been approved, the department does not have to hold the employee's job.

## EFFECT ON ACCRUALS

- An employee does not accumulate accruals during LTD.

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## EFFECT ON BENEFITS

- Medical, dental, personal accident insurance, and group life insurance will continue at the same level as before the disability.
- The University will fund an employee's contribution as well as continue to fund the required University contribution if he/she was a participant in CRP or ERIP at the time he/she became disabled and began receiving benefits under the LTD Plan.
- An employee remains eligible for the University Laboratory Schools and Employee Child Tuition Benefits.
- An employee on LTD is not eligible for the Employee Tuition benefit at the University or outside the University.
- While on LTD, an employee cannot make pre-tax contributions to a flexible spending account or to an account under the Supplemental Retirement Program (SRP) because he/she is not being paid a salary by the University.
- A terminating employee may be eligible to receive LTD benefits; the employee should contact UHRM's Benefits Counseling Office for information.

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## Family and Medical Leave Act

### WHAT IT IS

- The Family and Medical Leave Act (FMLA) provides eligible employees (those who have worked 1,250 hours within the past 12 months) with 12 weeks of unpaid time off in a 12-month period.
- An employee utilizing FMLA leave may take time off from work in the following manner:
  - **specific time period:** leave taken for a particular period of time;
  - **intermittent leave:** leave taken for a few days or a few hours at a time; or
  - **reduced schedule:** a reduction of work hours per day or week for which the employee's pay may be reduced.

### REASONS FOR LEAVE

- An employee may request FMLA for any of the following reasons:
  - to care for a child after the birth or placement of a child with the employee for adoption or foster care;
  - to care for a spouse, University-registered domestic partner, child or parent with a serious health condition; and/or
  - for the employee's own serious health condition which makes him/her unable to perform the essential functions of his/her job.

- A serious health condition is defined as follows:
  - in-patient care;
  - pregnancy;
  - chronic conditions requiring ongoing treatment;
  - need for periodic treatments by a health care provider which involves the following:
    - continues over an extended period of time;
    - may be episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, migraine headaches);
    - any period of incapacity lasting more than three consecutive calendar days that also involves the following:
      - treatment two or more times by a health care provider; or
      - treatment by a health care provider on one occasion that results in a regimen of continuing treatment under the supervision of a health care provider (includes prescriptions).
  - permanent/long-term conditions requiring supervision, including the following:
    - Alzheimer's Disease;
    - severe stroke; or
    - terminal stages of disease.
  - multiple treatments, including the following:
    - chemotherapy;
    - dialysis; or
    - physical therapy.
- The FMLA program covers an employee whose child is 17 years old or younger (including biological, adopted, foster or stepchildren for whom the employee is a legal guardian).

- The program also covers an employee whose older child is incapable of self-care due to an ADA disability.

## LENGTH OF LEAVE

- Within a 12-month period, an employee may take up to 12 weeks of FMLA time consecutively or intermittently.

## PAID OR UNPAID

- The FMLA program provides unpaid leave time; however, for an employee's own serious health condition, he/she must use accrued sick time, if available, during the disability period designated by the health care provider.
- For childcare or serious health condition of a family member, an employee may opt to use accrued time (vacation or personal holiday) to receive pay.
- An employee may be eligible for short-term disability payments in some cases.

## EXTENDING A LEAVE

- If an employee's initial FMLA request is less than 12 weeks and the employee is physically unable to return to work, an extension may be requested.

## APPLICATION AND ADMINISTRATION

- An employee must give notice to his/her supervisor of the need for FMLA leave on an FMLA Leave of Absence Request Form - specifying the reason for the request and its duration - at least 30 days in advance, to the extent advance notice is practicable.

- The University must notify the employee of his/her rights and obligations under FMLA within two days of being made aware of the need for leave.
- All FMLA leaves - paid or unpaid - must be recorded on the FMLA Request Form and the U.S. Department of Labor's Certification of Health Care Provider Form which are available on UHRM's "Forms" page at: <http://hr.uchicago.edu/forms/employeeelabor.html>.
- Each form requires employee, department, and physician signatures and should be submitted to UHRM - Employee/Labor Relations for review and approval.
- An employee must provide certification of medical necessity from a health care provider when requesting leave for his/her own illness or for leave taken to care for a spouse, child, parent or University-registered domestic partner. The University may require that a second opinion be rendered by a health care provider of the University's choice; the cost is borne by the claimant's department.
- An employee's FMLA 12-month period begins the first day of the initial FMLA leave.
- Any FMLA leave taken after that date will, for the remainder of that 12-month period, be counted toward the 12-week annual allotment.
- The University can request that intermittent leave be taken at one time for the birth of a child, to care for the child within one year of birth or to care for a spouse, University-registered domestic partner, child, or parent with a serious health condition.

- Intermittent leave for medical reasons must be supported by the certification of the health care provider.
- In cases of planned medical treatment, the employee is expected to schedule treatment so as to create minimum disruption for the department.
- The employee's original service date will be maintained.
- An employee cannot be terminated for cause while on FMLA leave.
- Upon the employee's return to work from FMLA leave (if the leave was for the employee's own serious health condition) a fitness-for-duty certificate must be submitted; this certificate is not required for intermittent or reduced work schedule leave.

### JOB REINSTATEMENT

- An employee has the right to reinstatement to the same or equivalent job.
- An employee must be reinstated to the same position with the same pay and benefits.
- Retaliation with regard to an employee who is exercising his/her right to FMLA is prohibited.

### EFFECT ON ACCRUALS

- An employee who has been granted FMLA leave for his/her own serious health condition must use accrued sick time, if available, during the disability period designated by the health care provider.

- For childcare or serious health condition of a family member, an employee may opt to use accrued time (vacation or personal holiday) to receive pay.
- During FMLA leave, an employee can neither accrue sick leave, vacation, or personal holidays, nor receive University holiday pay.

### EFFECT ON BENEFITS

- An employee on FMLA has the right to have health benefits continue as if the employee was at work.
- While on FMLA leave, an employee may maintain certain benefits, such as medical and dental insurance, life insurance, personal accident insurance, long-term disability, and flexible spending accounts for health care if he/she pays the employee's share of the premiums.
- While on unpaid FMLA leave, an employee cannot participate in a flexible spending account for dependent care or contribute to the Retirement Income Plan for Employees (ERIP) or Contributory Retirement Plan (CRP); previous accumulations will not be affected.

### FMLA AND THE AMERICANS WITH DISABILITIES ACT

- A disabled employee may be eligible for intermittent FMLA as a reasonable accommodation.
- An employee returning from FMLA may require a disability determination and assessment of the need for reasonable accommodation.

### FMLA AND WORKERS' COMPENSATION

- FMLA is not required to be concurrent with Workers' Compensation.
- The University treats the Workers' Compensation program as a stand-alone program.

## Workers' Compensation

### WHAT IT IS

- Workers' Compensation is a statutory benefit which provides income protection and pays medical bills of any employee with injuries or illnesses arising from and in the course of employment.

### REASONS FOR WORKERS' COMPENSATION

- Injuries or illnesses arising from and in the course of employment.

### LENGTH OF LEAVE

- Income replacement payments begin on the fourth day of an employee's injury/illness, unless his/her time away from the job due to the injury/illness lasts more than 14 days. In these instances, the employee is paid retroactively for the first three days of absence from work.

### PAID OR UNPAID

- Compensability is determined on a case-by-case basis by applying the law to the facts, not by the completion of a Form 45.
- Workers' Compensation provides an employee with weekly payments equal to 66 and 2/3 percent of his/her average weekly pay.
- The University will also pay medical bills, Temporary Total Disability (TTD) benefits and survivor benefits, if applicable.

- Workers' Compensation pays for evaluations to determine whether the injury/illness qualifies as a Workers' Compensation claim.
- Workers' Compensation also pays for all subsequent medical treatment related to the injury/illness, regardless of whether the employee loses work time.

### EXTENDING A LEAVE

- It is not possible to extend Workers' Compensation leave.

### APPLICATION AND ADMINISTRATION

- After incurring a work-related injury/illness, an employee must inform the department verbally or in writing.
- The employee should be sent to the University Occupational Health Clinic at the University of Chicago Hospitals - L156 or the emergency room. The employee should obtain a copy of the Form 100 from his/her supervisor and take it with him/her.
- The employee's supervisor or administrator should complete Form 45 and the Employer's Initial Investigation Report which should be submitted to the Benefits Office.
- The employee may be asked to provide other information pertaining to his/her injury/illness.
- An employee has the right to seek treatment from his/her own doctor and should provide the name, address, and phone number of the health care provider to UHRM's Benefits Office at the following address:

University of Chicago Benefits Office  
Attn: Workers' Compensation Administrator  
956 E. 58th Street  
Chicago, IL 60637

- Bills should be forwarded to the Benefits Office for processing.
- Posting a position after an employee has been on extended Workers' Compensation leave is determined on a case-by-case basis.

## JOB REINSTATEMENT

- An employee on Workers' Compensation leave must periodically contact his/her supervisor and administrator to report on the status of his/her injury/illness.
- When the employee is ready to return to work, his/her doctor must complete a return-to-work slip, indicating whether there are any medical restrictions. (Physicians have return-to-work forms in their offices.)
- The employee submits the return-to-work slip to his/her supervisor or administrator.
- The supervisor or administrator should forward the return-to-work slip to the Benefits Office.

## EFFECT ON ACCRUALS

- An employee on Workers' Compensation leave can elect to utilize his/her accruals and/or receive Temporary Total Disability (TTD) payment by completing the TTD Accruals Election Form indicating one of the following scenarios:
  - use accruals to continue his/her full salary (Temporary Total Disability payment is made to the University to offset two-thirds of the salary paid to the employee); or

- have TTD payment made to him/her directly and request payment of one-third of his/her salary based on accruals; or
- have TTD payment made to him/her directly and be billed for continued benefits.

## EFFECT ON BENEFITS

- The University pays TTD benefits equal to two-thirds of the employee's average weekly earnings if he/she is absent for four or more full days.
- If total disability extends 14 or more calendar days, the first three days of disability will be paid.
- Total Temporary Disability payments continue until maximum medical improvement is reached.
- Certain family members may be entitled to receive survivor benefits if the employee dies from a work-related injury or illness, including:
  - spouse and/or children receive full benefits, up to the greater of 20 years or \$250,000;
  - children are paid to age 18, except in the following instances:
    - to age 25 if they are full-time students;
    - if physically or mentally incapacitated, for the duration of the incapacity.
  - if there is no eligible spouse or child, survivor benefits will be paid to the deceased employee's dependent parent.

## WORKERS' COMPENSATION AND LONG-TERM DISABILITY

- Workers' Compensation payments offset LTD income payments.
- Workers' Compensation benefits start sooner than LTD benefits.
- Long-term disability is an insurance benefit; Workers' Compensation is mandated by statute.

## Leave of Absence for Active Military Service

### WHAT IT IS

- The Leave of Absence for Active Military Service program provides regular pay for the first month during which an employee in the Reserve is called for active military duty.

### REASONS FOR LEAVE

- Active military service.

### LENGTH OF LEAVE

- Active military service leave is available for up to one month with pay, although a leave may continue beyond a one-month period without pay.
- University compensation will cease after one month for an employee who remains on active military duty.

### PAID OR UNPAID

- An employee called to active military duty may take up to one-month leave time and receive regular University earnings.
- During the first month of active military service, an employee will not have the amount of his/her military pay deducted from the amount paid to him/her by the University.
- After the initial one-month period ends, all University compensation will cease. However, the employee may utilize accrued vacation and personal holidays to maintain full salary for a period beyond one month.

## EXTENDING A LEAVE

- An employee may utilize accrued vacation and personal days to maintain full salary for a period beyond one month.

## APPLICATION AND ADMINISTRATION

- An employee who wishes to take a leave of absence for active military service should complete the Leave of Absence Request Form which is available on the Employee/Labor Relations Web site.
- Following departmental action, copies should be forwarded to the division/administrative unit for action.
- The employee should sign the form on the second “Employee Signature” line, indicating awareness of the conditions of the leave.
- Forward all copies to UHRM for final approval.

## JOB REINSTATEMENT

- Federal law provides that an employee returning from active military service leave be reinstated to the job he/she left, as if he/she had been continuously employed, as long as the employee provided advance notice of military leave, received a favorable discharge, and sought re-employment within a timely manner (within 90 days after release from active duty).
- An employee is entitled to seniority status and rate of pay that he/she would have attained if continuously employed.

## EFFECT ON ACCRUALS

- An employee on active military service leave may utilize accrued vacation and personal days to maintain full salary for a period beyond one month.

## EFFECT ON BENEFITS

- Two benefits will immediately stop when an employee goes on military leave:
  - personal accident insurance; and
  - business travel accident insurance.
- Provided the employee continues on active military duty beyond a one-month timeframe, the employee then will go on unpaid leave of absence status. During that leave of absence, the employee may continue participation in the following benefits, without coverage modifications, for up to twenty-four (24) months:
  - group life insurance;
  - long-term disability insurance; and
  - tuition remission.
- An employee on active military service leave will be required to continue to make the same monthly employee contributions as other employees in the above plans by remitting the required payments monthly to the University.
- An employee who is called to military duty and who is currently covered under a University health plan may continue coverage for himself/herself and his/her dependents while on military leave.

- The employee will be required to pay the monthly employee contribution for the first three months of the leave. Thereafter, he/she is eligible for 24 months of COBRA at the full cost (the University and the employee cost) monthly, thereafter.
- Time spent in the military will be credited toward vesting requirements in the defined-benefit portion of the Retirement Income Plan for Employees (ERIP), provided the employee returns to University employment following completion of active military service.
- An ERIP participant will be credited with participation under the defined-benefit formula for time spent in the military, provided the employee returns to University employment following completion of active military service.
- Both University and employee contributions to retirement plans will stop after the paid leave is exhausted.
- Upon return to active University employment, an employee will be given an opportunity to make the pre-tax contributions he/she would have made if he/she had not been on military leave. If he/she makes these contributions, the University will also contribute the amount it would have contributed on the employee's behalf.

## Military Reserve Training Leave

### WHAT IT IS

- Military Reserve Training Leave provides 15 days of University base pay as paid military leave for a regular full- or part-time staff employee who participates in military reserve training, provided he/she turns in his/her military pay, excluding allowances.

### REASONS FOR LEAVE

- Military reserve training

### LENGTH OF LEAVE

- Fifteen days

### PAID OR UNPAID

- University base pay will be paid to an employee on military reserve training leave for a period up to 15 days.
- Following the 15-day period, an employee-reservist on military training leave should be placed on an unpaid leave of absence.

### EXTENDING A LEAVE

- A staff employee-reservist whose training period extends beyond three consecutive workweeks should be placed on unpaid leave of absence (LOA) for any time not covered by vacation, personal-holiday time or paid military leave.

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## APPLICATION AND ADMINISTRATION

- The University should make reasonable accommodations to permit leaves for military training duty, with due regard to the acute needs of the University.
- A staff employee-reservist who is required to be absent from work must give his/her supervisor as much advance notice as possible. Failure to provide adequate notice may render the employee ineligible for paid military leave.
- An employee-reservist should furnish a copy of his/her orders to the department supervisor.
- To receive University base pay for the first fifteen (15) days of service, a staff employee-reservist should, upon return from training, present to his/her department a statement of reserve earnings for the training period. The employee should submit a check or money order payable to the University of Chicago for the equivalent of his/her military pay, excluding allowances.

## JOB REINSTATEMENT

- A staff employee-reservist's particular job must be held for his/her return from military training.

## EFFECT ON ACCRUALS

- Any staff employee-reservist whose training period extends beyond three (3) consecutive workweeks, should be placed on unpaid leave of absence (LOA) for any time not covered by vacation, personal-holiday time or paid military leave.

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- A staff employee-reservist who is eligible to use vacation or personal-holiday time may elect to use accrued vacation to cover military leave time and retain his/her military pay.

## EFFECT ON BENEFITS

- There is no effect on benefits.