Faculty Sick and FMLA Leave FAQs

How much sick time does a full-time faculty member earn?

As Academic Employees, you earn cumulative sick time at a rate of 1 day (8 hours) per month worked. These cumulative sick days are non-compensable but will roll over from year to year if not used. There is no cap on how much cumulative sick time can be earned.

In addition, you have access to 13 non-cumulative, non-compensable sick days each year. If you do not use these, they will *not* roll over.

Do full-time faculty members also accrue vacation or personal time?

Faculty members with 9-month appointments do not earn vacation or personal time.

What types of absences can be covered by sick time?

Sick time can be used for a variety of reasons as outlined here.

Sick time can be used for yourself or a *qualifying* family member, the definition of which is also outlined in the link above.

In what increments can I use my sick time?

Sick time is used in full (8 hours) or half-day (4 hours) increments. If faculty need to cancel class or office hours, or are unable to fulfill service and scholarship duties due to medical appointments or medical condition of the faculty member or qualifying family member, the faculty member needs to use sick time in full or half-day increments depending on the amount of time missed.

Example 1: You have a morning and an afternoon class. If you are able to make one but not the other, you should use half a day (4 hours) of sick time.

Example 2: You have a morning class and you miss it. You must determine whether you are working that afternoon (service, research, advising, etc.). If you are not working, you should take an entire day (8 hours) of sick time.

How should I report my sick time?

Please use the following link to report use of sick time:

App - [https://apps.uis.edu/facultytimeleavereporting/](https://apps.uis.edu/facultytimeleavereporting/)

Instructional video - [https://go.uis.edu/facultyleavedemo](https://go.uis.edu/facultyleavedemo)

When should I apply for leave under the Family Medical Leave Act (FMLA)?

FMLA procedures must be followed when a faculty or qualifying family member has a medical condition, including the birth of a child, that requires an extended absence for more than three consecutive or non-consecutive days, if the condition will not resolve easily in a short time (like the flu). Up to 12 weeks of unpaid leave is available under the FMLA, which can run concurrent with paid benefit time. For the purpose of FMLA leave, time will be calculated on a five-day, 40-hour workweek. Intermittent FMLA leave may be available for absences that occur on an intermittent basis.
For questions related to FMLA or to apply for FMLA leave, please contact Human Resources at uishr@uis.edu or call (217)206-6652.

Do I qualify for FMLA leave?

Employees must have worked 1,000 hours in the last 12 months in order to qualify for FMLA – and – must have worked for a total of 1 year in the last 7 in any capacity for the university. (Note: Full-time faculty who are on 9-month appointments are scheduled to work approximately 1,560 hours in an academic year.)

What is the shared benefits pool?

The shared benefits pool provides up to 45 paid days of leave for participating employees who have exhausted their sick leave in order to bridge the gap between when they go on leave and when SURS disability picks up their claim (60 days).

Who can participate in the shared benefits pool?

Only employees who have donated to the shared benefits pool are eligible to draw from the pool. Employees who have accumulated at least 11 days of sick time (non-cumulative sick does not count) can donate 1 day of sick to the shared benefits pool. The link for donation can be found here.

  o When shared benefits are withdrawn, the employee must complete a SURS disability application, which they can obtain from by contacting Human Resources at uishr@uis.edu or (217)206-6652.

Examples of qualifying events for shared benefits include:

- Catastrophic, long-term illness of the employee
- Major surgery that will require extensive leave for recovery

Maternity is not covered by shared benefits, nor are elective, short-term surgeries.