



Time Off Policies & Changes EAP Program

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Time Off

- Leave Accruals/Policies
- FMLA & General Leaves of Absence
- Disability Benefits & Workers' Compensation





Vacation – Full-time Staff

- May use after 6 months of continuous employment
- Maximum accrual is twice the annual allotment

Eligibility	6 months to 5 years	5 to 10 years	10 to 20 years	20+ years
Full-Time Hourly (Non-Exempt)	10 days	15 days	20 days	25 days
Full-Time Salaried (Exempt)	15 days			
Administrative Directors and Above	20 days	20 days		





Vacation – Part-time Staff

	.53 to .63 FTE 20 to 23 Hrs./Wk.		.64 to .79 FTE 24 to 29 Hrs./Wk.				.80 to .99 FTE 30+ Hrs./Wk.			
Yrs. Of Svc.	<20 Yrs.	20+ Yrs.	<5 Yrs.	5 to 9 Yrs.	10 to 19 Yrs.	20+ Yrs.	<5 Yrs.	5 to 9 Yrs.	10 to 19 Yrs.	20+ Yrs.
Hrs. Accrued Per Yr.	37.5	75	45	60	75	112.5	60	90	120	150





Sick Leave: Full-Time Staff (1.0 FTE)

Under Administrative Director Level

- Available after 90 days of employment
- Accrue total of 10 days per year
(approx 2.88 hrs per pay period)
- Supervisor may require medical documentation





Sick Leave – Maximum Balance

Currently Policy

- Maximum of 450 hrs (60 working days)

Effective 1/1/09

- Maximum will be reduced to 225 hrs (30 working days)
- Those with more than 30 days of Sick Leave as of 1/1/09 will keep those days, but not accrue additional sick time until their balance falls below 30 days.





Sick Leave: Part-Time Staff (Less Than 1.0 FTE)

Employees Hired to Work:	20 to 23 Hrs./Wk.	24 to 31 Hrs./Wk.	32+ Hrs./Wk.
Days Accrued Per Year	5	6	7
Maximum Days Accrued	30		



T-Time – Non-Exempt Staff

Current Policy

****Use by 12/20/08****



- Time off for medical appointments for non-exempt (hourly) staff including doctor, dentist, optometrist
 - Available after 90 days
 - 8 hours per calendar year
 - Must give advanced notice to supervisor



T-Time – Non-Exempt Staff



Effective 1/1/09

T-time will be discontinued.





Personal/Family Friendly Days

Current Policy

****Use 2008 Personal/Family Friendly days by 12/20/08.****

- **Full-Time Employees (1.0 FTE):** Earn 2 days at the beginning of each calendar year
 - New Hires, after 90 days:
 - January 1 to March 31 - 1.5 days
 - April 1 to June 30 - 1 day
 - July 1 to September 11 - .5 days
 - September 12 to December 31 - 0 days

- **Part-Time Employees (Less than 1.0 FTE):** Earn 1 day at the beginning of each calendar year
 - New Hires, after 90 days:
 - January 1 to August 30 - .5 days
 - Sept 1 to December 31 - 0 days





Personal/Family Friendly Days

Effective 1/1/09

- Full-Time Employees (1.0 FTE): Earn 4 days at the beginning of each calendar year
 - New Hires, after 90 days:
 - January 1 to March 31 – 3 days
 - April 1 to June 30 – 2 days
 - After July 1 – 0 days

- Part-Time Employees scheduled to work at least 20 hrs/week earn 2 days at the beginning of each calendar year
 - New Hires, after 90 days:
 - January 1 to June 30 – 1 day
 - After July 1 – 0 days





Other Paid Time Off

Benefit Feature	Eligibility	Number of Days
Holidays	All full-time staff, after hire date; (Floating Holiday, after 30 days)	12 days per year (usually includes one personal "Floating Holiday")
Funeral Leave	All full-time staff, after 30 days of employment	Immediate family: 3 consecutive work days (parent, father/mother-in-law, grandparent, spouse, child or grandchild, brother, sister or blood relative living in the household) Extended family: 1 work day
Jury Duty	All full-time staff, after 30 days of employment	Must submit Bailiff's slip to supervisor
Bonus Days	All full-time staff, after one year of perfect attendance	**Use by 12/20/08. Discontinued as of 1/1/09.**



Job Protection & Disability Benefits

Job Protection	Income Protection
Family Medical Leave Act (FMLA)	Short Term Disability
General Leave of Absence	Long Term Disability
	Workers' Compensation

Different categories, but the two run concurrently.





Job Protection

- FMLA
- General Leave of Absence





Family Medical Leave Act (FMLA)

- A covered employer must grant an eligible employee up to a total of 12 workweeks of leave during any 12-month period for one or more of the following reasons:
 - for the birth and care of the newborn child of the employee;
 - for placement with the employee of a son or daughter for adoption or foster care;
 - to care for an immediate family member (spouse, child, or parent) with a serious health condition; **or**
 - to take medical leave when the employee is unable to work because of a serious health condition.





Family Medical Leave Act (FMLA)

Eligibility:

- Has worked for Loyola for 12 months (not necessarily consecutive)
- Has worked at least 1,250 hours over the last 12 (rolling) months





Family Medical Leave Act (FMLA)

- Employee requests FMLA leave
- If employee is unable to request FMLA (unexpected accident, etc.), Supervisor should call HR
- Department & Human Resources work together to approve and track FMLA leave
- FMLA leave time that is not covered under short-term disability will be charged against the employee's leave banks in the following order:
 - Sick (if for personal illness/injury)
 - Personal/Family Friendly
 - Floating Holiday (If Applicable)
 - Vacation
- If employee exhausts leave banks, employee will be moved to unpaid status and billed directly for benefits





General Leave of Absence

- Job protection for leaves not covered by FMLA
- Job protection for employees not eligible for FMLA
- This is a University leave program, and approval is not guaranteed





General Leave of Absence

- Employee requests a general leave of absence
- If employee is unable to request General Leave (unexpected accident, etc.), Supervisor should call HR
- Department & Human Resources may approve leave for a specified period of time or deny the request
- Leave that is not covered under short-term disability will be charged against the employee's leave banks in the following order :
 - Sick (if for personal illness/injury)
 - Personal
 - Floating Holiday (If Applicable)
 - Vacation
- If employee exhausts leave banks, employee will be moved to unpaid status and billed directly for benefits





Income Protection

- Short Term Disability
- Long Term Disability
- Workers' Compensation





Short Term Disability

➤ Full-Time Faculty, Deans, Vice Presidents, & Administrative Department Heads

- Eligible after 6 months of employment
- Your absence from work lasting more than 3 days due to **your own** illness or non work-related injury
- Benefits are payable for 26 weeks for any one period of disability
 - Weeks 1-14: 100% of pre-disability earnings
 - Weeks 16-26: 80% of pre-disability earnings

➤ All Other Staff

- Eligible after 6 months of employment
- Your absence from work lasting more than 3 days due to **your own** illness or non work-related injury
- Benefits are payable for 10 weeks for any one period of disability
 - Weeks 3-12: 100% of pre-disability earnings





Long Term Disability

- Upon approval by CIGNA, the plan pays 66 2/3% of your monthly/contracted salary
- Income replacement:
 - Maximum benefit is up to \$10,000 per month
 - Minimum benefit is \$100 per month
- Waiting period:
 - **Full-Time Faculty, Deans, Vice Presidents, & Administrative Department Heads:** 180 calendar days from onset of illness
 - **All Other Staff:** 90 calendar days from onset of injury/illness

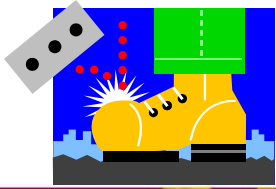




Workers' Compensation

Provide money and medical benefits to an employee who suffers an accidental injury or a disabling occupational disease arising out of and in the course of employment by the University.





Workers' Compensation

- Employee is injured
- Employee reports the incident immediately to his/her supervisor
- Employee seeks medical attention (if necessary) through Occupational Health, the Emergency Room, or other resources. Inform the doctor that this is a work-related injury.
- Supervisor investigates and documents the nature of the incident, including any witnesses.
- Supervisor reports any unsafe conditions to Security and the campus Physical Plant and Grounds offices immediately.





Workers' Compensation

- Supervisor contacts HR and completes the "Report of Occupational Injury or Illness" form as soon as possible.
- If employee does not complete the standard work-day, timecard should be marked to indicate the employee worked the full shift. Note the time the employee actually did not work for record purposes.
- During the employee's absence from work due to a job-related illness or injury, his/her time card should be marked "WC" for each scheduled shift or day that is not worked.





Workers' Compensation

- Supervisor must work with the employee, Human Resources, any third-party administrator and medical personnel in a good-faith effort to return the employee to work. In some cases, a job may be temporarily re-structured to accommodate the recovering employee.
- Make certain the employee secures the appropriate medical release(s) to return to work.





Workers' Compensation - Pay

- Employee is not paid for the first three scheduled workdays lost due to a job-related illness or injury unless employee is off work for 14 calendar days or longer.
- Employee may elect to be paid for the first three days lost through sick leave, vacation, holiday, personal time or bonus days.
- If off work for 14 days or longer, employee will be either compensated for first three days, or credited the vacation/sick/personal time that was used.





Workers' Compensation - Pay

- If it is necessary for employee to be off work to recuperate from injuries, employee is entitled to Temporary Total Disability benefits (TTD).
- TTD is a weekly lost wage benefit which is based on two-thirds of his/her average wage, excluding overtime and bonuses.





Workers' Compensation - Benefits

- University will continue to pay employer's share of the costs of insurance benefits for the duration of absence (up to two years).
- Employee billed for his/her portion of the applicable insurance premiums. Employee will not accumulate vacation or sick leave, and will not be entitled to holiday pay.



Employee Assistance Program





Employee Assistance Program (EAP)

- Confidential and free service provided to faculty/staff members.
- Provides counseling and a number of other services that promote faculty/staff well-being.
- Available to faculty/staff and their family members.





Employee Assistance Program (EAP)

- Covers a wide range of services:
 - Family
 - Marital/Relationship
 - Work Related
 - Managerial Referral (Job Performance, etc.)
 - Emotional
 - Legal
 - Financial
 - Substance Abuse





Employee Assistance Program (EAP)

By Phone

(800) 456-6327

8:00 am to 6:00 pm

24 hrs/day for emergencies

Online

www.perspectivesltd.com

Username: LOY500

Password: perspectives



Forms On HR Website

www.LUC.edu/hr

- FMLA
- General Leave of Absence
- Short Term Disability
- Long Term Disability
- Workers' Compensation



Contact Information

Human Resources

Water Tower:

(312) 915-6175

Ext 56175

Lakeshore:

(773) 508-3140

Ext 83140



Questions?

