

**There are times when you may require a medical leave due to personal illness or injury. The following information outlines the basic points that should be considered:**

## MEDICAL LEAVE

Employees should submit the Family Medical Leave application and completed Certification of Health Care Provider to their unit/college HR representative. The Family and Medical Leave Act (FMLA) provides employees with up to 12 weeks unpaid leave. Accrued benefits may be used to remain in paid status. Additional FMLA information and eligibility is available on the NESSIE website.

## SHARED BENEFITS

A pool was established to provide eligible employees who have exhausted all accumulated sick leave and, if applicable, vacation leave with the opportunity to receive additional leave days when a disability claim is pending before the State Universities Retirement System (SURS) or when experiencing a catastrophic injury or illness.

- a. Consider donating: Employees must have a minimum of 11 days of sick or combination of sick/vacation. If you have not previously donated, you are still eligible to donate as long as you meet the requirements. This is a onetime donation for the life of your employment.
- b. Withdrawing: eligible employees who have donated to the Shared Benefits program can request to withdraw benefit time to bridge the required 60 day waiting period for SURS disability and remain in paid status. Complete the Shared Benefits Withdrawal Request (available via NESSIE) :
  - i. Academic Professionals and faculty members must complete the Shared Benefits Request for Withdrawal form (along with the physician's statement. It is recommended to complete the SURS Disability application at this time.
  - ii. Civil Service employees must complete the SURS disability application (along with supporting medical documentation) when submitting the Shared Benefits Request for Withdrawal form.

## SURS DISABILITY

Disability leave is used for eligible employees who have been absent due to illness, injury or disability. During the time you request the FMLA application, please consider completing the SURS disability application, especially if there is a possibility that the disability will exceed 60 days.



Eligibility: You may be eligible for SURS disability benefits after you have at least two years of SURS service credit and you become unable to perform your job due to illness. Note: There is no minimum service credit required should you become unable to work due to an accident.

To apply: please contact the UIC HR Service Center for the SURS disability application. For employees who are part of UI Hospital, please contact the Hospital HR Leave Coordinator.

When to complete the SURS disability application: Please complete the application IMMEDIATELY if your disability is expected to last more than 60 days. Do this regardless of what your current sick balance might be at the time or if you are unsure if the disability will last 60 days or longer.

Three sections of the application must be completed:

- Employer's Section: please give this to your unit/college HR representative to complete. For UI Hospital employees, this will be completed by the Hospital HR Leave Coordinator.
- Employee's Section: This is the section that the employee must complete.
- Physician Section: Please give this section to your physician to complete and provide any Physician Supporting documents for the disability.

Once all three sections are completed, please forward the completed application to UIC HR Service Center (715 S Wood Street 4<sup>th</sup> Fl. M/C 900) for review. The completed application will be sent to SURS on your behalf. For UI Hospital employees, please submit the completed application to the UI Hospital Leave Coordinator for review. The application will be sent to SURS on your behalf.

After submission to SURS: Once SURS receives the application and all supporting documents, they will review the information and determine your eligibility to receive SURS disability benefits. Your SURS disability benefits will begin the greater of either:

- The date you have been disabled for 60 continuous calendar days, or
- The date your accrued sick benefits are exhausted. This would include all compensable and non-compensable sick time. If you utilized any Shared Benefits and requested to donate vacation, then this would also include exhaustion of vacation benefit time.

If you do not have enough sick time or are not eligible to use Shared Benefits during this 60-day waiting period, then you will not receive earnings from the University of Illinois and go on an unpaid status. Your unit/college must submit a HR Front End (HRFE) transaction to place you on unpaid leave of absence. This must occur immediately to avoid an overpayment.

For additional information regarding Family Medical Leave, Shared Benefits or SURS disability leave, please view the leave tab in NESSIE (<http://nessie.uhr.uillinois.edu>).



Employees injured on the job should direct their inquiries to the University Office of Claims Management.

[WorkComp@uillinois.edu](mailto:WorkComp@uillinois.edu)

217-333-1080

[www.treasury.uillinois.edu/risk\\_management](http://www.treasury.uillinois.edu/risk_management)

CONTACT AN HR REPRESENTATIVE TODAY:



#### Hospital Employees

UI Hospital HR Leave Coordinator  
Room 389 WROB (MC 807)  
1747 West Roosevelt Road  
Chicago, IL 60608

(312)996-3750

#### UIC HR Service Center

401 Human Resource Building (MC 900)  
715 S Wood Street  
Chicago, IL 60612

(312)413-3490

Academic Professional and Faculty:  
[UIC HR Service Center@uillinois.edu](mailto:UIC_HR_Service_Center@uillinois.edu)

Civil Service:  
[UICHRSCivilService@uillinois.edu](mailto:UICHRSCivilService@uillinois.edu)

**Key Items to consider when you have a long term illness or injury.**

