

**Summary of Benefits by Employment Category**

<b>Benefit</b>	<b>Faculty</b>	<b>Specialized Faculty</b>	<b>Academic Professionals</b>	<b>Civil Service</b>
<b>Insurance and Health Care</b>	The University provides health, dental, and life insurance to staff members who are SURS eligible and on appointments equal to at least 50% time and at least nine continuous months. Part-time employees pay a proportionately higher premium. Several health insurance plans and dental plans are available; coverage may be extended to spouses and dependents at the employee's expense. The Benefits office is available to assist with options available for same-sex domestic partners. A number of optional programs are also available, such as additional term life insurance, accidental death and dismemberment insurance, long-term disability insurance, and tax-deferred retirement program.			
<b>Workers' Compensation</b>	An employee who suffers an injury as a result of his or her employment at the University may be entitled to benefits under the Illinois Workers' Compensation Act. This act requires the occurrence of the accidental injury and of the fact that the employee believes the injury occurred as a result of his or her employment. Failure to give this notice may result in a 1 The procedure for reporting on-the-job accidental injuries: (1) report the accidental injury, however slight, to the supervisor; (2) seek medical treatment; (3) complete the Injury Rep visiting or part-time status as long as salary is provided by the University. The Office of Claims Management administers the workers' compensation benefits (333-1080).			
<b>Eligibility for Continued Employment</b>	Eligible for tenure: assistant professors on at least 51% time appointment, associate professors or professors on a Q appointment; faculty at the rank of associate professor or professor	Ineligible for tenure: instructor, lecturer, teaching associate, research associate, or clinical associate; and appointments including the modifier adjunct, clinical, research or visiting in the title.	Full-time, non-visiting academic professionals are eligible for reappointment until such time as a notice of non reappointment is issued.  Visiting academic professionals are appointed for specific dates of services not to exceed one year. Units may decide whether to renew the appointment based on the needs of the unit.	<b>Does not apply</b>

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<b>Employee Tuition Waiver</b>	<p>All academic staff members who hold an appointment of 25% or greater for at least 3/4 of a term are eligible for a tuition and fee waiver for University courses. Spouses and dependent children of academic staff members having an appointment of at least 25% are treated as residents for purposes of tuition assessment. Tuition is not waived for spouses but may be for dependent children (see Child of Employee Tuition Waiver).</p> <p>Retired academic staff are also eligible to receive a tuition and fee waiver.</p>			<p>All Civil Service staff members who are in a status appointment or an appointment designed to qualify for status (learner, trainee, apprentice, or provision) of 50% or greater are eligible for a tuition and fee waiver for courses at one of the U of I campuses (UIC, UIS, or UIUC) or any other State Universities Civil Service System institutions. Retirees can only receive tuition and fee waivers for courses at one of the U of I campuses.</p>
<b>Child of Employee Tuition Waiver</b>	<p>A 50% tuition waiver is available for up to 4 years for children of current employees based on child and parent eligibility.</p> <p>Eligibility -- <b>Child:</b> must be enrolled in and making satisfactory progress toward an undergraduate degree at an Illinois state institution of higher education, be younger than age 25 at the beginning of the academic year, and fall under one of the following relationship categories: natural child, adopted child, stepchild, ward. A child attending University of Illinois whose court-appointed guardian is an eligible employee of the University of Illinois and whose natural parents are deceased or have been declared unfit by court action is eligible for this benefit.</p> <p><b>Parent:</b> must have a 50 percent or greater employment over a minimum of 7 academic years at any one or more of the Illinois senior public universities in a capacity that is eligible for participation in SURS. The 7 years do not have to be consecutive. The parent must be a current employee in active status employed at 50 percent time or more in a SURS-eligible position as of the first day of the academic term.</p>			
<b>Child of Employee Tuition Waiver cont.</b>	<p>Ineligible employment categories include SURS annuitants (retirees), employees of University-related organizations (i.e. Foundation, Alumni Association), academic hourly, Civil Service temporary and Extra Help, graduate assistants, and students. The initial application for this benefit must be received by the employee's campus human resources office no later than the last day of instruction (on the student's campus) for the term in which the benefit will apply. There is no retroactivity beyond the current academic term (semester or summer session).</p>			

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<b>Academic Professional Development Fund</b>	<b>Does not apply</b>		The Academic Professional Development Fund (APDF) provides a source of funds for non-visiting academic professional staff members who hold an appointment of at least 50% to assist in participation in professional development opportunities. The Office of the Provost provides up to \$75,000 per year in APDF awards.	<b>Does not apply</b>
<b>Vacation</b>	<p>9 Month Academic Year Service Basis: None</p> <p>12 Month Service Basis: Academic staff receive 24 workdays of paid vacation per appointment year at the percentage of their appointment(s)). Vacation is prorated accordingly for partial year appointments. Vacation is arranged to accommodate the staff member but must be in the best interests of the unit. A maximum accumulation of 48 vacation days may be carried over from one appointment year to the next.</p>			Civil Service employees earn vacation based on years of service. Overtime eligible employees, with 0-3 yrs earn approximately 12 days/year; 3-6 yrs earn 15; 6-9 years 18; 9-14 yrs earn 21; 14 yrs+ earn 25. Overtime exempt employees, with 0-3 yrs earn 25 days/year; 3-6 earn 26; 6-9 earn 27; 9+ earn 28
<b>Holidays</b>	New Year's Day, Martin Luther King Jr.'s Birthday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving and day after, Christmas Eve and Christmas, and such other days as the University.			
<b>Floating Holidays</b>	Each fiscal year (July 1 to June 30), 2 non-cumulative floating holidays are available to staff who are appointed at least 50%. Floating holiday "days" are prorated to the percentage holidays are not prorated for partial year appointments.			

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<b>Sick Leave</b>	Academic staff members (with the exception of medical residents and postdoctoral research associates) who are participants in the State Universities Retirement System or the Federal Retirement System, and who are appointed for at least 50 percent time to a position for which service is expected to be rendered for at least nine consecutive months, will earn sick leave of 12 work days for each appointment year, the unused portion of which shall accumulate without maximum. If these 12 days are fully utilized in any appointment year, up to 13 additional work days will be available for extended sick leave in that appointment year, no part of which 13 days shall be cumulative or eligible for payment. No additional sick leave is earned for a summer appointment. In the case of an appointment for less than a full appointment year, and in the case of a part-time appointment, the 12 days cumulative and the 13 days noncumulative leave shall be prorated.			Civil Service employees in trainee, apprentice, learner, provisional, and status appointments are eligible. Civil Service employees accrue sick leave without limit at the rate of .0462 hours for each hour, exclusive of overtime, that the employee is in pay status (approximately 12 days per year for full-time status).
<b>Sick Leave (cont)</b>	Medical residents, postdoctoral research associates, SURS annuitants, and other academic and administrative staff members who are not participants in the State Universities or Federal Retirement Systems, and those who are appointed for less than 50 percent time and/or for less than nine consecutive months earn sick leave of 13 work days for each appointment year, no part of which will be cumulative, and the 13 days will be prorated for those on part-time appointments, or on appointments for less than a full appointment year.			
<b>Shared Benefits</b>	Employees donating to a sick leave pool are provided an opportunity to request additional sick leave days when experiencing a catastrophic illness or injury, or when a disability claim is pending before SURS and the employee has exhausted all accumulated sick leave. Employees must donate leave (in one day increments equivalent to the percentage of their appointment) in order to receive the benefits. In order to donate, employees must have accrued a minimum of eleven days of sick leave, vacation, or combined sick leave/vacation. Employees who donate vacation must use all accumulated sick and vacation prior to using any shared benefit leave.			
<b>Bereavement Leave</b>	Paid leave of up to three workdays due to death of a member of the employee's immediate family or household including: father, mother, sister, brother, spouse, or child of the employee. Also included as immediate family is mother-, father-, brother-, sister-, son-, and daughter-in-law, as well as grandchildren and/or grandparents. Paid leave of one day due to the death of a relative outside the immediate family including aunt, uncle, niece, nephew, or cousin of the employee. Relationships existing due to marriage terminate upon the death or divorce of the relative through whom the marriage relationship exists. Current Illinois state law defines marital status.			

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<b>Family Medical Leave</b>	<p>Eligible employees are entitled to up to 12 weeks of family and medical leave at the percentage of their appointments. FMLA is not required to be paid leave, however, employees may be required to be paid leave in accordance with existing University policy, for any portion of this leave. Such leaves will be granted to eligible employees for the birth or adoption of a child; for the care of a child with a health condition; or when an employee is unable to perform the function of his or her position due to a serious health condition. Family and medical leave may run concurrently with other types of leave. Regarding specific eligibility criteria and the University policy, employees should contact their department/unit or the Office of Academic Human Resources.</p> <p>Eligibility: 12 months service to the University (not necessary to be continuous) and at least 1250 hours of service in the last 12 months.</p>			
<b>Jury Duty</b>	<p>Release time is granted for the duration of jury duty. The employee may also retain funds paid in compensation for jury duty.</p>			
<b>Leave Without Pay</b>	<p>With appropriate approvals, a member of the academic staff may be granted a leave of absence without pay for a period of one year or less. Such a leave may be renewed in special circumstances, ordinarily for not more than one year. Leave for family reasons is defined as leave without pay for such purposes as child-rearing and care of an invalid or seriously ill spouse, parent, child, or other close relative or member of the household. It is available to males or females, regardless of marital status, and is applicable to the adoption of children. Leave of Absence without Pay is not normally granted to academic staff on visiting appointments.</p>			
<b>Military Leave</b>	<p>Compensation while on military leave for annual training, special or advanced training, and basic training shall be in accordance with the Illinois Military Leave of Absence Act. In the event of active duty, the employee shall receive leave with pay for up to thirty consecutive days. Leave for service in the Armed Forces of the United States without pay shall be granted to an employee who is inducted into such service.</p>			

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<b>Modified Teaching Duties</b>	<p>To enable a faculty member to recover fully from the effects of pregnancy, childbirth, or related medical conditions or to enable the primary caregiver of a new child to spend more time with the child immediately after birth or adoption, except in extraordinary circumstances, a schedule of modified teaching duties is granted. Upon request, tenured and tenure-track faculty members will be granted a period of modified duties without a reduction in salary. Faculty members on modified duties status will be relieved of teaching but will be expected to fulfill their other professional responsibilities that can be scheduled around the recuperation/bonding period. The maximum period for which modified duties will be assigned is one semester. The department shall be responsible for arranging for coverage of direct teaching responsibilities for the period of modified duties.</p>			<b>Does not apply</b>

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<b>Parental Leave</b>	<p>Employees with at least 6 continuous months of employment are eligible for paid leave of up to two calendar weeks per academic year immediately following the birth or adoption of the eligible academic staff member's child. Holidays that fall within the two calendar week period do not extend the parental leave. Parental leave cannot be used intermittently. Employees who hold only hourly appointments (Academic or Grad hourly or Extra Help) are not eligible for this benefit. Leave is counted as part of the 12-week FMLA leave for FMLA-eligible employees (see Family and Medical Leave). Parental leave is available to both mothers and fathers. Additionally, if both parents are University employees and otherwise eligible, both may receive and use parental leave, but the usage must be concurrent.</p>			
<b>Sabbatical Leave</b>	<p>A tenured/tenure track faculty member who has served the University full-time in a professorial rank since his or her original appointment or since the termination of his or her last leave on salary may be granted sabbatical leave at full or partial pay for all or part of an appointment year, depending upon length of service and type of appointment (i.e., 9-or 12 month). Visiting and part-time faculty are not eligible for sabbatical leaves.</p>	<b>Does not apply</b>		

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<b>Relocation Plan</b>	<b>Does not apply</b>		Full-time, non-visiting academic professional employees released from their positions due to lack of funds or programmatic reasons may receive relocation assistance upon request. Employees with one through five years of continuous full-time, non-visiting service to the University of Illinois at Urbana-Champaign may be fully considered for open positions within the University of Illinois at Urbana-Champaign. Employees with more than five years of continuous full-time, non-visiting service to the University of Illinois at Urbana-Champaign must be interviewed for any open positions within the University of Illinois at Urbana-Champaign for which they apply and are referred by Academic Human Resources. Academic professionals released for other reasons are not eligible for the relocation plan.	<b>Does not apply</b>

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<b>SURS Eligibility</b>	<p>New employees must become participants in the State Universities Retirement System (SURS) immediately upon employment if they are employed at least 1% time and continuously for at least four months, except those employees who are SURS annuitants or who hold an F-1 or J-1 visa and have not yet been classified as a "resident alien" for tax purposes. At the time an F-1 or J-1 visa holder becomes classified as a "resident alien," they will become a participant in SURS if their appointment is 1% or greater and for four or more continuous months from the date they are declared a "resident alien."</p> <p>Contributions of 8% to SURS are deducted from the employee's earnings. Employees who terminate their employment may elect to receive a refund.</p> <p>Employees who are not eligible to participate in SURS will have Social Security taxes deducted from their applicable earnings (except employees in a F-1 or J-1 visa status and who are non-resident aliens for tax purposes, student employees enrolled in classes half time or greater, and SURS annuitants). There is an option available for these employees to participate in the State of Illinois Deferred Compensation at a 7.5% contribution rate in lieu of Social Security taxes.</p>			

## Summary of Benefits by Employment Category

### Graduate Assistants

The University provides services at McKinley Health Center and the Counseling Center. Additionally, assistants are eligible to participate in the University Graduate Student health insurance plan. The University also provides vision and dental coverage for assistants. Coverage may be purchased for spouses, dependents and same-sex domestic partners.

the employee to notify the employer of loss of workers' compensation benefits. port form. Benefits are unaffected by

An assistant whose academic progress and service record have been determined to be satisfactory are eligible for reappointment at the sole discretion of the department, based on the past performance of the assistant, availability of funds and the University's determination of the need for services. A new appointment is not guaranteed unless and until the department issues to the student the notice of appointment. Departments have differing policies on the length of time students may hold assistantships and sometimes limit the total number of semesters that an assistant may serve.

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<b>Graduate Assistants</b>
Graduate students holding assistantship appointments totaling between 25% and 67% time for at least 3/4 of a term are eligible for a tuition and fee waiver. Students must maintain enrollment and be in good standing in their academic program.
<b>Does not apply</b>
<b>Does not apply</b>

Graduate students holding assistantship appointments totaling between 25% and 67% time for at least 3/4 of a term are eligible for a tuition and fee waiver. Students must maintain enrollment and be in good standing in their academic program.

**Does not apply**

**Does not apply**

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<b>Graduate Assistants</b>
<b>Does not apply</b>
may be determined by the president of
of the employee's appointment. Floating

## Summary of Benefits by Employment Category

### Graduate Assistants

Assistants are eligible for 13 non-cumulative and noncompensable work days of sick leave at the percentage of their appointment for each appointment year, whether they are appointed for a nine-month or a twelve-month basis. Graduate students appointed to one-semester appointments earn 6.5 days of sick leave at the percentage of their appointment.

Generally not applicable due to accrued leave requirement.

Assistants are eligible to receive up to three days of paid leave to attend the funeral, for travel, and bereavement time upon the death of an assistant's immediate family, same-sex domestic partner or household member, in-laws, grandchildren, and/or grandparents; and one day of paid leave for a relative other than the above, who is not a member of the assistant's household.

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<b>Graduate Assistants</b>
may use paid vacation and/or sick leave, in the event of a spouse, or parent who has a serious illness, or workers' compensation. For information on the University's workers' compensation policy, please contact the University's Human Resources Office.
An assistant may be granted an unpaid leave of absence during the term of his/her appointment upon request to and at the sole discretion of the University.
In the event an employee is called upon for military service, an employee who enlists, volunteers for, or is called to active military service, the University will continue to pay the employee's salary for up to 30 days of absence.

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<b>Graduate Assistants</b>
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## Summary of Benefits by Employment Category

### **Graduate Assistants**

Eligible assistants are entitled to up to six (6) weeks of parental accommodation.

The same conditions apply as other academic staff except the 6 month employment requirement does not apply and the assistant must have an active appointment at the time parental leave is taken. The parental accommodation period shall reflect use of leave in the following order:

- 1) The two week paid Parental Leave
- 2) Use of paid sick leave
- 3) Request use of personal unpaid leave of absence, up to the 6 week maximum

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<b>Graduate Assistants</b>
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<b>Does not apply</b>
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## Summary of Benefits by Employment Category

### **Graduate Assistants**

A student is not eligible to participate in the Retirement System if he or she is enrolled in and regularly attending classes in a college or university that appoints him or her on a temporary basis at less than full-time.