

University of Illinois at Urbana-Champaign

Faculty/Staff Emergency Fund Guidelines

The Faculty/Staff Emergency Fund provides assistance in the form of a grant to UIUC faculty and staff members facing immediate, severe and temporary financial hardships due to an emergency. The fund is usually limited to a once per lifetime award.

Eligibility:

- Must be a current staff employee, academic professional employee, or faculty member
- Must have a permanent position with the University (i.e., academic hourly and extra help employees not eligible)
- At least 6 months of continuous regular employment at the University
- Be employed on at least a 50% time basis at the University
- Have a temporary financial hardship because of an emergency situation
- Have considered other possible resources which were not available or are not sufficient to meet the employee's financial need

Examples of an Emergency:

- Natural disaster
- Domestic Violence
- Fire
- Serious illness or injury of the employee or a family member

Events not covered by the FSEF:

- Legal fees or fines
- Seasonal Lay-off
- Major purchases (vehicle or appliances)
- Chronic debt including bankruptcy

Occasionally the committee will recommend participation in financial counseling or a debt management program prior to the application being considered.

Emergency fund grants are subject to federal and state taxes. The University uses the flat 25% withholding rate for Federal and 5% for the State of Illinois. Tax withholding will appear on an employee's paycheck subsequent to receiving grant funds.

Information provided by grant applicants will be treated as confidential and shared only with individuals directly involved in grant administration, processing and tax reporting.

The Faculty/Staff Emergency Fund is made possible through employee contributions, the efforts of the University Faculty/Staff Assistance Program, the Emergency Fund Fundraising Committee, and the Faculty/Staff Emergency Fund Disbursement Committee.

I have read and understand the above guidelines:

Signature: _____

Date: _____
