

**APPROVED
OCTOBER 7, 2014**

Item #V-15
October 7, 2014

**PROPOSED AMENDMENTS TO PERSONNEL POLICIES FOR THE
ILLINOIS BOARD OF HIGHER EDUCATION AS REQUIRED BY
THE STATE OFFICIALS AND EMPLOYEES ETHICS ACT**

Submitted for: Action.

Summary: This item submits for Board action proposed amendments to the personnel policies previously adopted by the Board. The most recent amendments were adopted on June 4, 2013.

The proposed amendments to the personnel policies for the Board and its staff will (1) add a travel policy for Board members and staff; (2) clarify the time sheet requirements for the Program Board for Diversifying Higher Education Faculty in Illinois; (3) adjust the compensation salary range for an entry level classification; and (4) make technical corrections to the Documentation of Time Worked section.

Action Requested: That the Illinois Board of Higher Education adopt the proposed amendments to the personnel policies for the Board and its staff as presented in this item.

STATE OF ILLINOIS
BOARD OF HIGHER EDUCATION

**PROPOSED AMENDMENTS TO PERSONNEL POLICIES FOR THE
ILLINOIS BOARD OF HIGHER EDUCATION AS REQUIRED BY
THE STATE OFFICIALS AND EMPLOYEES ETHICS ACT**

The Illinois Board of Higher Education (IBHE or Board) first adopted personnel policies on February 3, 2004 pursuant to Section 5-5 of the State Officials and Employees Ethics Act. (5 ILCS 430/) The Act requires the Board to adopt personnel policies for public universities and for the Board and its staff. The policies must include, but are not limited to, the following: (1) work time requirements, (2) documentation of time worked, (3) documentation for reimbursement for travel on official State business, (4) compensation, and (5) the earning or accrual of State benefits for all State employees who may be eligible to receive those benefits.

The proposed amendments to the personnel policies for the Board and its staff will (1) add a travel policy for Board members and staff; (2) clarify the time sheet requirements for the members of the Program Board for Diversifying Higher Education Faculty in Illinois; (3) adjust the compensation salary range for a Civil Service classification; and (4) make technical corrections to the job titles in the Documentation of Time Worked section and remove the related but outdated appendices. The proposed amendments are on pages 2, 3, and 10 of the attached Appendix A; new language is underlined and deletions are shown in strikeout.

Please note that this item amends the personnel policies for the Board and its staff. This item does not propose amending the personnel policies for the public universities.

Travel

A proposed Travel Policy for Board members, the Executive Director, and the agency staff will help to ensure accountability and maximize the impact of travel investments on IBHE's strategic priorities. Many of these policies and practices are already in place and inclusion in the IBHE Personnel Policies will clarify expectations. The approval of Board member travel is required when travel is not for the Board and Committee meetings; this policy is similar to the travel policy for the State Universities Retirement System board. Travel by the Executive Director must align with the goals and priorities of the Board and must be approved by the Board Chair when the destination is outside of Illinois. All travel will be consistent with state and agency regulations as well as fulfilling agency responsibilities. See page 3 in the Appendix A.

Time Sheets

Pursuant to the State Officials and Employees Ethics Act, the Program Board members for the Diversifying Higher Education Faculty in Illinois Program (a.k.a. DFI) will complete a time sheet for time worked. The proposed amendment on page 2 in the Appendix clarifies that the time sheets are required at least three times per year to align with the minimum number of

Program Board meetings. It is the discretion of the Program Board Chair to require additional time sheets when he/she deems appropriate.

Salary Range

The proposed amendment on page 10 in Appendix A is an increase in the range for the salary of the Office Support Associate, an entry level position. The maximum amount will increase from \$37,000 to \$40,000. The new salary range for this Civil Service classification (\$22,000 to \$40,000) aligns more closely to the wages paid by employers in the State Universities Civil Service System (SUCSS) within Springfield. The need to adjust this range was revealed during a recent salary review for this classification. This adjustment will not increase the salary of any current IBHE employee.

Technical Corrections

The proposed amendments to the section for Documentation of Time Worked will update job titles and eliminate references to outdated attachments. These are technical amendments and do not change current policies.

The personnel policies, as amended, will be filed with the Executive Ethics Commission in compliance with the State Officials and Employees Ethics Act.

Staff Recommendation

The staff recommends the adoption of the following resolution:

The Illinois Board of Higher Education hereby adopts the amendments to the sections of the Personnel Policies for the Illinois Board of Higher Education and its Staff as detailed in the attached Appendix A.

APPENDIX A

Personnel Policies

Illinois Board of Higher Education

Required by the State Officials and Employees Ethics Act

The State Officials and Employees Ethics Act (5 ILCS 430/) requires the adoption and implementation of personnel policies for all State employees, including the employees of the Illinois Board of Higher Education. The policies must include work time requirements, documentation of time worked, documentation for reimbursement for travel on official State business, compensation, and the earning or accrual of State benefits for all State employees who may be eligible to receive those benefits. The policies shall comply with and be consistent with all other applicable laws.

Board Actions: Personnel policies adopted on February 2, 2004; amended on June 7, 2005; June 6, 2006; June 5, 2007; December 9, 2008; September 25, 2012; June 4, 2013, and October 7, 2014.

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Work Time Requirements

The regular work schedule established by the Illinois Board of Higher Education (IBHE or Board) is a five-day, 37-1/2 hour week, with working hours from 8:30 a.m. until 4:30 p.m. daily with one-half hour for lunch.

Total working hours as set forth are the *minimum* expected from the professional staff (employees who are exempt from the oversight of the State Universities Civil Service System). Due to more varied responsibilities including meetings, evening or weekend assignments, travel and other special duties, professional staff work hours may differ somewhat from civil service staff.

Documentation of Time Worked

The State Officials and Employees Ethics Act requires State employees and appointees to periodically submit time sheets documenting the time spent each day on official State business to the nearest quarter hour; contractual employees may satisfy the time sheets requirement by complying with the terms of their contracts, which shall provide for a means of compliance with this requirement. The policies shall require those time sheets to be submitted on paper, electronically, or both and to be maintained in either paper or electronic format by the applicable fiscal office for a period of at least two years.

Each employee, other than Board Members, shall fill out electronically at the end of each work week, a time sheet ~~the time sheet shown as Attachment A~~, which will be filed electronically with the employee's designated timekeeper. Note that the statutory requirements of the State Officials and Employees Ethics Act require that time sheets be filled out to the nearest quarter hour.

The designated timekeeper will compile such information for the semi-monthly summary, which will be signed by the appropriate supervisor and then forwarded to the designated monitor ~~Associate Director of Office Administration, as shown on Attachment B~~.

The monitor ~~Associate Director of Office Administration~~ will compile from such reports a calendar year employee time sheet for each employee (~~Attachment C~~) which will show the status of vacation days, sick days, personal days, and floating holidays for that year.

Pursuant to the State Officials and Employees Ethics Act and the direction of the Governor's Office, Board Members will complete a time sheet for the previous two months at each meeting of the Board. Ex officio members of the Board (the Chair of the Illinois Community College Board and the Chair of the Illinois Student Assistance Commission, or their alternates) shall have the option of submitting such time sheets either to the Board or to their respective agencies.

Similarly, the members of the Program Board for the Diversifying Higher Education Faculty in Illinois Program (a.k.a. DFI) will complete time sheets at least three times per calendar year as directed by the Program Board chair and will submit the completed time sheets to the IBHE staff assigned to support DFI.

(Amended October 7, 2014 ~~June 4, 2013~~)

Travel Policy

The following policies and practices managing travel are adopted by the Illinois Board of Higher Education (IBHE) to ensure accountability and maximize the impact of travel investments on IBHE's strategic priorities.

All travel must be conducted in accordance with state and agency budgets and regulations, including, without limitation, the Illinois Higher Education Travel Control Board (HETCB) rules and regulations, as amended from time to time. To the extent any provision of this policy or these practices conflicts with the HETCB rules and regulations, the HETCB rules and regulations will control.

Board Members

Pursuant to the Board of Higher Education Act, the members of the Board shall serve without compensation but they shall be reimbursed for their actual and necessary traveling and other expenses while engaged in the performance of their duties. (110 ILCS 205/5) Board members must certify that their travel is in compliance with state and agency rules and regulations before the Board can approve reimbursement of such travel. Prior approval is not required for the regularly scheduled Board and related committee meetings. Board members will consult with the appropriate IBHE staff to confirm that the travel policies and practices are being followed.

Executive Director

The Board recognizes that the goals established by the Board for the IBHE Executive Director and the various positions that individual holds by virtue of his or her role as Executive Director of the IBHE will require travel in and out of the state (e.g., commissioner to the Midwestern Higher Education Compact (MHEC) and the Education Commission of the States (ECS), the state representative to the national Advisory Committee on College Readiness, and the state member of the State Higher Education Executive Officers Association (SHEEO)). The Board has made elevating the stature of the IBHE for both state and national stakeholders a priority for the position of Executive Director as well as engaging state and national partners in identifying and implementing effective practices that advance the Board's priorities for improving the performance of Illinois higher education.

The Executive Director will manage his or her in-state travel in consultation with the appropriate agency staff to fulfill responsibilities to the IBHE and support the priorities of the agency as set forth by the Board.

The Executive Director will provide a written rationale for any out-of-state travel, which, after review by appropriate agency staff, must be reviewed and approved by the Chair of the Illinois Board of Higher Education prior to any out-of-state travel taking place. The Executive Director will include in his or her regular reporting to the Board a written assessment of each out-of-state trip, specifying where traveled, the purpose of the travel, and the trip's contribution to the advancement of the priorities for IBHE established by the Board.

Agency Staff

Agency staff travel will be managed and must be approved, in writing and in advance, by the Executive Director. It is incumbent upon the Executive Director in approving such travel to ensure staff travel is consistent with all state and agency regulations and that such travel is in furtherance of the staff member's responsibilities on behalf of the IBHE.

A failure of any employee to comply with the applicable rules and regulations of the Illinois Higher Education Travel Control Board and the IBHE policies and practices may subject that individual to discipline, up to and including termination.

(Added October 7, 2014)

Documentation for Reimbursement for Travel

The Higher Education Travel Control Board (HETCB) has jurisdiction over travel by the Board, public universities, and other higher education institutions, boards, and commissions pursuant to the State Finance Act. (30 ILCS 105/12-1) The HETCB is a voting member of the Travel Regulation Council who is responsible for adopting the State Travel Regulations and Reimbursement Rates for personnel. The IBHE incorporates the HETCB administrative rules for travel reimbursement into the personnel policies.

General

Claims for reimbursement shall be supported by original receipts for railroad, bus, airplane (passenger coupon), lodging, and all other items in excess, individually, of \$10. Receipts are not required for meals on the per diem or per meal basis.

When travel is not required as a condition of employment and is a benefit to both the agency and the employee, the Agency Head or designee may provide partial reimbursement. The reimbursement may not in any case exceed the rates otherwise authorized.

Mileage

As a condition of employment, employees expect to incur commuting expenses between their residence and headquarters. These expenses are not reimbursable. Expenses associated with State business in excess of commuting expenses are reimbursable at headquarters and/or residence. An employee whose travel does not include travel through headquarters shall be reimbursed for all mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct route.

“Travel through headquarters” is defined as: Any travel to or through Springfield, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.

Examples of reimbursable mileage expenses are as follows:

1. Residence/Lincoln - Headquarters/Springfield
Employee drives from residence in Lincoln to Chicago and returns to residence. Reimbursement is for all mileage because the travel was not to or through headquarters.
2. Residence/Lincoln - Headquarters/Springfield
Employee drives from residence in Lincoln to Collinsville and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The travel, by the most direct route, was through headquarters.

Mileage Rates

Employees using private vehicles while on State business must have insurance coverage in an amount not less than that required by Section 10-10(b) of the Illinois Vehicle Code. (625 ILCS 5/10) Prior to such authorization the Agency Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require such certification to be noted on the travel voucher.

The current rate(s) can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/reimbursement/).

Meal Allowance

The meal allowances are given when the traveler is not eligible to receive per diem. Receipts need not be submitted to support this allowance. Travel of 18 hours or less during the same calendar day or when a night's lodging is not required:

	<u>In State</u>	<u>Out-of-State</u>
Breakfast (must leave before 6:00 a.m.)	\$5.50	\$6.50
Lunch	No allowance	No allowance
Dinner (must return after 7:00 p.m.)	\$17.00	\$19.00

Per diem shall be paid for travel which includes overnight lodging or is 18 or more continuous hours. It is given in lieu of the meal allowance and is to cover the cost of meals and meal tips. Receipts need not be submitted to support this allowance.

	<u>In State</u>	<u>Out-of-State</u>
Quarter Day	\$7.00	\$8.00

Quarter Days are as follows:

12:00 midnight to 5:59 a.m.
 6:00 a.m. to 11:59 a.m.
 12:00 noon to 5:59 p.m.
 6:00 p.m. to 11:59 p.m.

Total Per Diem Rate (per day)	\$28.00	\$32.00
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When the cost of meals for approved conferences is a part of the registration fee, and paid or reimbursed by the Higher Education Travel Control Board member institution, the traveler shall deduct the following amounts from the per diem or per meal allowance:

	<u>In State</u>	<u>Out-of-State</u>
Breakfast	\$5.50	\$6.50
Lunch	\$5.50	\$6.50
Dinner	\$17.00	\$19.00

Modes of Transportation

1. All travel shall be by the most direct route. Expenses due to deviations for convenience shall be borne by the employee. Distances between destinations shall be as shown on the Illinois Highway Map published by the Secretary of State. Where no mileages are available, odometer readings shall be used. Mileage in and around a city of destination may be claimed as such.
2. All travel shall be by the most economical mode of transportation available considering travel time, costs, and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs and other usual means of conveyance.
3. State vehicles may be used when most economical. Specific instructions covering service and repairs of these vehicles are to be found in the glove compartment of each vehicle.
4. Arrangements on airplanes, trains, or boats shall be the least costly reasonably available alternative.
5. Chartered aircraft, boats, trains, buses, or other such conveyance, shall be used only as a last resort or if proven to be most economical for the circumstances.
6. The rental of an auto while on travel status is allowed, if circumstances require. The most economical vehicle available that is suitable for the State's business shall be obtained. The collision damage waiver and personal accident insurance on rented vehicles are not reimbursable.
7. Privately owned vehicles may be used when authorized.
 - a. Employees using private vehicles while on State business must have insurance coverage in an amount not less than that required by Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)]. Prior to such authorization the Agency Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require such certification to be noted on the travel voucher.
 - b. Reimbursement for use of a private vehicle shall be on a mileage basis and shall be in accordance with the rate promulgated pursuant to 5 USC 5707(b)(2). However, in the event the rate set under federal regulations changes during the course of the State's fiscal year, the effective date of the new rate shall be the effective date of the change in the federal rate. The current rate can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/reimbursement/).
8. Agency Heads may authorize the use of privately owned aircraft on State business
 - a. Employees using privately owned aircraft on State business shall be duly licensed by the appropriate licensing body for the particular aircraft to be

flown, shall carry insurance in at least the amount of \$500,000 combined single limit, and shall certify this to the Agency Head. Such certification shall be available for review and shall be noted on the travel voucher

- b. Reimbursement for the use of privately owned aircraft is set by the Higher Education Travel Control Board, but shall not exceed the rate set by the Federal Government pursuant to 5 USC 5707(b)(2) and 41 CFR 301-4.2(a)(2), as revised September 8, 1998 (Federal Register, Vol. 63 #173, Government Printing Office). No later amendments or editions shall act to vary this rate. The current rate can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/reimbursement/).

Lodging

It is the responsibility of each employee to request the lowest available lodging rate at the time of making reservations. However, a person who due to a disability may require special lodging consideration may be reimbursed for the actual cost of the least costly lodging that is substantially accessible.

The lodging allowances specified on the Higher Education Travel Control Board Website are the maximum amounts allowable per area. The amounts are based on the rates established by the U.S. General Services Administration (GSA) and can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/allowances/). State of Illinois travel regulations allow for payments in excess of state rates when pre-approved by the Executive Director and approved by the Travel Control Board.

Advance approval of amounts in excess of the maximum amounts allowable is not required for conferences. To prevent confusion between an official meeting and a conference, a copy of a brochure or registration form which indicates the hotel in which the conference was held should be attached to the **Travel Voucher** for all conferences regardless of the room rate. If the conference is held somewhere other than the hotel, a list of the recommended hotels must be attached.

If hotel documentation is not available, a **Lodging Exception** form must be completed. A report of all lodging exceptions granted by an Institution shall be submitted for approval at the quarterly Higher Education Travel Control Board meeting.

The State has negotiated special rates with certain hotels in Illinois. Employees should review the list of hotels when lodging is required and attempt to obtain the discounted rate before reserving a hotel room at the State's maximum allowed rate. The rates listed do not include applicable taxes. Identification as a State of Illinois employee may be required at check-in. The "preferred hotels listing" can be found on the Central Management Services (CMS) website (www2.illinois.gov/cms/Employees/travel/Pages/PreferredHotel.aspx).

Reimbursable / Non-reimbursable Expenses

The cost of business related special expenses, if reasonable, shall be reimbursable. Examples are:

1. Hire of room exhibit space, set up, and such for official business.
2. Laundry and dry cleaning if on travel status for at least 7 consecutive days.
3. Storage and handling of baggage.
4. Taxis, including reasonable tips.
5. Telephone calls on official business, including calls of 3 minutes or less to announce safe arrival or delay or change in plans.
6. Telephone calls to secure lodging.
7. Automobile tolls and parking fees.
8. Meals purchased for non-State employees while on travel status and in connection with State business. A statement specifying why, for whom, and certifying that the claim does not include alcoholic beverages shall be attached to the travel voucher.
An employee shall be considered "on travel status" while away from Springfield on authorized State business. Travel status shall begin when an employee leaves Springfield or, if reporting directly to destination, from residence or other location. Travel status shall conclude when an employee returns to Springfield or, if reporting directly from original destination, to residence or other location at the completion of authorized State business.
9. Hotel internet charges when used for official business.

Examples of non-reimbursable expenses are:

1. Alcoholic beverages.
2. Coat check.
3. Entertainment.
4. Late check-out and room guarantee charges.
5. Meals for other State employees or officers.
6. Parking tickets or other traffic tickets and charges associated with locksmith service.
7. Tips incurred beyond those specifically provided in this Part.
8. Transportation to procure meals except when the nature and location of work at a temporary duty station are such that suitable meals cannot be procured at that location.
9. Commuting expenses. "Commuting expenses" means the cost of one round trip between residence and headquarters. Cost may include mileage, parking fees, tolls, etc. Mileage cost is determined by multiplying the commuting mileage by the mileage reimbursement rate located on the Higher Education Travel Control Board's website.
"Commuting mileage" means the actual round trip mileage between residence and headquarters.

Employee Headquarters

Section 12-3 of the State Finance Act [30 ILCS 105/12-3], requires that Form TA-2 be completed and filed with the Legislative Audit Commission for any individual whose headquarters has been designated as a location other than that at which official duties

require the largest part of working time. The reports shall be filed no later than July 15 for the period from January 1 through June 30 of that year and no later than January 15 for the period July 1 through December 31 of the preceding year. If an agency has more than one facility or institution, the report shall indicate on its face to which facility or institution the data pertain.

(Amended June 4, 2013)

Compensation

The Executive Director of the Board of Higher Education, with the concurrence of the Chairperson, is authorized to employ and fix the compensation of such professional, clerical, and other staff (including consultants) as deemed necessary, on a full- or part-time basis, within the respective classifications and salary ranges herein set forth and within the constraints of the appropriations and grants available. Salary ranges to be utilized for civil service personnel are subject to approval by the Universities Civil Service System.

Exempt Staff

<u>Classification</u>	<u>Proposed Salary Ranges</u>
Executive Director	Set by the Board
Executive Deputy Director	\$115,000 - \$150,000
Deputy Director	\$100,000 - \$135,000
Senior Associate Director	\$ 80,000 - \$110,000
Associate Director	\$ 65,000 - \$100,000
Assistant Director	\$ 40,000 - \$ 80,000
Research Associate	\$ 30,000 - \$ 50,000
Research Assistant	\$ 20,000 - \$ 35,000

State University Civil Service Staff

<u>Classification</u>	<u>Proposed Salary Ranges</u>
Secretary IV (<u>Office Support Specialist</u>)	\$ 28,000 - \$ 50,000
Secretary III (<u>Office Support Associate</u>)	\$ 22,000 - \$ <u>40,000</u> 37,000
Duplicating Machine Operator I	\$ 20,000 - \$ 40,000
Clerical Assistant	\$ 21,600 - \$ 35,000

(Amended October 7, 2014 ~~September 25, 2012~~)

Earning or Accrual of State Benefits

The University Civil Service Merit Board recommends standards for hours of work, holidays, sick leave, overtime compensation and vacation for the purposes of improving conditions of employment and ensuring uniformity in the university system pursuant to the State Universities Civil Service Act. (110 ILCs 70) Many of the recommended standards are incorporated into the IBHE Personnel Policies. The recommended policies for employee benefits are found on their website at www.sucss.illinois.gov.

Holidays

The following holidays are observed by the Board: *New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day*. The Act also specifies that five additional days to be designated by the agency shall be observed as official holidays for which staff will receive their usual compensation. Those additional five days include the Friday after Thanksgiving and four "floating" holidays to be chosen by employees on an individual basis. Floating holidays must be used during the calendar year and cannot be accumulated beyond the end of the year.

All professional staff (exempt staff) observe the same holidays as civil service staff.

Vacation Time

Civil Service Staff: Vacation time earned for civil service staff is based on years of state service. Computation of years of state service includes total years of service in the State Universities Civil Service System (SUCSS) as well as years of service in other state agencies. An employee may accumulate leave in an amount equal to that earned in two years of service. The Personnel Officer shall notify employees on a quarterly basis of the total vacation leave earned and used. Civil service staff earn vacation days in accordance with the following schedule:

<u>Years of Service Completed</u>		<u>Vacation Days</u>
<u>At Least</u>	<u>Not More Than</u>	<u>Earned in One Year</u>
0	3	12 working days
3	6	15 working days
6	9	18 working days
9	14	21 working days
14 and over		25 working days

Professional Staff (exempt from Civil Service): Vacation time earned for all classifications of professional staff is based on years of state service. Computation of years of state service includes total years of service with other state of Illinois agencies. The maximum amount of accrued vacation that can be paid out at termination of employment is two times the rate of vacation¹ being

¹ *Staff Note: "Rate of vacation" means the number of vacation days earned in one year.*

earned at that time.² Professional staff earn vacation days in accordance with the following schedule:

<u>Years of Service Completed</u>		<u>Vacation Days</u>
<u>At Least</u>	<u>Not More Than</u>	<u>Earned in One Year</u>
0	5	22 working days
5	10	25 working days
10 and over		28 working days

Personal Days

Any full-time employee may be absent for three (3) days without loss of pay during each calendar year. These personal days should be used by an employee for the conduct of legitimate transactions not possible to conduct at any other time. Any employee's unused personal days will be transferred to his/her sick days at the end of the calendar year.

Sick Leave

Those persons working at least half-time or more shall be eligible to earn credit for sick leave. The following provisions apply to earning and use of sick leave:

- An eligible employee shall earn credit for sick leave with full pay at the rate of one work day for each month of service. The amount of leave accumulated at the time when illness or injury begins shall be available in full, and additional leave shall continue to accrue while an employee is using that already accumulated.
- There shall be no limit in the amount of sick leave that may be accumulated.
- An eligible employee may use accumulated sick leave only when the employee is ill or injured or obtaining medical or dental consultation or treatment. Acceptable evidence of disability may be required before allowing the use of sick leave.
- Use of sick leave shall be limited to illness for employee, spouse, and/or children. Exceptions and applications of this policy beyond spouse and children, e.g., members of household, may be granted.
- A former employee who separates in good standing and returns to employment within two years, shall have former accrued sick leave restored unless the time has been used by the State University Retirement System in the final retirement calculation.
- Upon termination of employment for any reason, an employee is entitled to be paid for one-half of unused sick leave that accrued during the period of

² Staff Note: For example, Employee A is separating from IBHE and has accrued 50 days of unused vacation leave; the employee's rate of vacation is 22 working days per year. The maximum payout of vacation time for Employee A is no more than 44 days.

time from January 1, 1984 through December 31, 1997. Unused and unpaid sick leave may be accepted by another state agency to which an employee transfers subject to certain requirements. The Illinois Board of Higher Education may accept unused and unpaid sick leave accrued for an employee transferring from another state agency, provided the previous employer will furnish the Board with verification of such unused and unpaid sick leave. Under certain circumstances unused and unpaid sick leave may be credited as additional service credit at the time of retirement.

Disability

When an employee cannot perform the duties of the position because of illness, an employee must have established two years of service in the Retirement System to qualify for disability benefits. No minimum service is required if disability results from an accident. In order for disability benefits to commence, an employee must be off the payroll, must have exhausted sick leave benefits, and must have been actually off the job for sixty days. Benefits cannot begin more than 30 days prior to receipt of the application for such benefits made to the State Universities Retirement System. If disability is anticipated to be prolonged, vacation time should also be used before disability benefits begin.

General Leave Policy

Employees may be granted employment leaves, if approved by the Executive Director, without jeopardizing their employment with the Illinois Board of Higher Education. Leave requests shall be documented as appropriate to the type of leave.

Funeral Leave

Approval with pay will be granted to an employee for a leave of up to three work days for the death of a member of the employee's immediate family, household, in-laws, and/or grandparents of the immediate family; and of one day to attend the funeral of a relative outside the employee's family or household.

Immediate family is defined as: father, mother, sister, brother, spouse and children. In-laws are defined as: mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law.

Jury Duty or Other Court Appearances

An eligible employee shall be granted a leave of absence without loss of pay when called for jury duty or for other court appearances when subpoenaed as a witness. The Illinois Board of Higher Education will pay the salary of an employee on jury duty, and money received for such duties shall be turned in to the Board's Personnel Officer for deposit into the State Treasury.

(Amended June 4, 2013)



Illinois Board of Higher Education

Employee Name : Jane Director
Employee Signature: _____

HOURS ON OFFICIAL STATE BUSINESS

DAY	DATE	ON	OFF	ON	OFF	ON	OFF	ON	OFF	HOURS ON STATE BUSINESS
Monday	3/18/04	8:30 AM	12:45 PM	1:30 PM	5:30 PM	8:30 PM	11:30 PM			11.25
Tuesday	3/19/04	8:00 AM	12:00 PM	12:15 PM	7:00 PM					10.45
Wednesday	3/24/04									
Thursday	3/25/04	8:30 AM	12:30 PM	1:30 PM	5:30 PM					8.00
Friday	3/26/04	8:30 AM	12:30 PM	1:30 PM	4:30 PM	6:30 PM	10:30 PM			11.00
Saturday	3/27/04	10:00 AM	12:45 PM	1:00 PM	5:00 PM					6.75
Sunday	3/28/04									0.00
Week Total										47.45

TIME OFF:

DAY	DATE	VAC	SICK	PL	COMP	HOLIDAY	OTHER PAID LEAVE	TOTAL HOURS
Monday								0.00
Tuesday								0.00
Wednesday	3/24/04	7.50						7.50
Thursday								0.00
Friday								0.00
Saturday								0.00
Sunday								0.00
Week Total		7.50	0.00	0.00	0.00	0.00	0.00	7.50

TOTAL WEEKLY HOURS: 54.95

Illinois Board of Higher Education
Employee Time Sheet for Calendar Year 2004

Year: 2004

Name: _____

Area: _____

~~Vacation rate per year:~~

~~Vacation rate per month:~~

Starting date with agency: _____

~~Next date for vacation increase:~~

	January	February	March	April	May	June	July	August	September	October	November	December
1	Holiday											
2												
3												
4												
5												
6												
7												
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Accumulated Time

Floating Holidays - 4 days per year - (taken):

Personal Days - 3 days per year - (taken):

VACATION - in DAYS

accum	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
earned	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
taken	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

SICK LEAVE - NON PAYABLE in HOURS @ 7.5 hours per day (Prior to 1/1/84 and after 1/1/98)

accum-hrs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
earned-hrs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
taken-hrs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
balance-hrs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Balance unused Personal Days converted to Sick Leave in hours as of December 31:

0 days @ 7.5 hours per day

Balance Non-Payable Sick Leave in hours:

~~0.00~~

SICK LEAVE - HALF PAYABLE in DAYS (Accumulated from 1/1/84-12/31/97)

Balance 1/2-Payable Sick Leave in days:

~~0.00~~