U of I Parental Leave Wage Replacement Flowchart

So you're having a child through birth, adoption or foster. Congratulations!

Contact Human Resources to review your individual pregnancy condition and scenario. HR Benefits will review: 1) accrued leave balances, and 2) your particular circumstance based on your medical condition. HR will suggest whether you should/can apply for Short-Term Disability.

Do you qualify for Family Medical Leave (FML)?

- No
  - Use unpaid leave. You must have less than 80 hours of accrued sick and annual leave to take unpaid leave.
  - See Unpaid Leave Obligations.

- Yes
  - Do you qualify for U of I non-FML Parenting Leave?
    - Yes
      - Your job and benefits are protected through U of I non-FML Parenting Leave: 12 weeks job protection. Runs similar to FML process. Move to the same process as FML.
    - No
      - Use all accrued sick and annual leave. Have you used all accrued sick and annual leave?
        - Yes
          - Exhausted.
          - Note: The employee's share of cost for health coverage is the amount that is typically payroll-deducted for the employee's own coverage and/or coverage for his/her dependents. The employee is responsible for payment of these amounts during leave. Payroll deductions will be continued for any portion of the leave that is paid. During any portion of leave when no pay is received, the employee must make arrangements to self-pay these amounts. Retirement plan contributions, leave accruals, holiday pay, and credit toward vesting are suspended during unpaid portions of Parenting Leave.

- Do you qualify for U of I non-FML Parenting Leave?
  - Yes
    - You must have worked at the U of I at least 180 days.
  - No
    - Use sick leave until STD begins. Is STD necessary for/available to you?
      - No
        - Yes
        - No
      - Yes

- Apply for Short-Term Disability (STD). STD is subject to a 30 day waiting period, or until all sick leave has been exhausted. Have you used all accrued sick and annual leave?
  - Yes
  - No

- Use all accrued sick and annual leave. Have you used all accrued sick and annual leave?
  - Yes
    - No
  - Yes

- Apply for Shared Leave. Shared Leave can help fill the wage replacement gap between your unused sick/annual leave or medically necessary incident and the 31st day when STD can begin. Are you eligible for Shared Leave?
  - Yes
    - No
  - Yes

- Shared Leave: Benefits-eligible employees, including academic year faculty who do not accrue annual leave, are eligible to receive shared leave. Eligible employees are allowed up to a maximum of 36 hours of Shared Leave or until another benefit is available, such as STD.

- Shared Leave preq: An employee must use all other available leave such as sick leave, annual leave, and compensatory time to qualify for shared leave. Where does Shared Leave come from?
  - U of I Staff employees can donate their accrued annual leave to the Shared Leave pool or to a specific individual.
  - Faculty do not accrue annual leave, therefore cannot donate toward Shared Leave.
  - Both staff and faculty can apply for Shared Leave.

- Note: If an employee receives shared leave during the first year of their employment with the university, and does not return to active service for at least 30 days after completion of their leave, they may be expected to repay the compensation they received, unless this requirement is waived by the president, or his/her designee.

Example Scenario from U of I Human Resources:
If you had an uncomplicated vaginal delivery and your physician said you could not return to work for 6 weeks:
- Weeks 1 - 4: Waiting period where you would use sick leave.
- Weeks 7 - 12: You would be paid by annual leave and comp time, then unpaid leave.

If your doctor requires additional time for recovery, STD partial wage replacement would continue during the additional weeks.

STD Wage Replacement:
The U of I provides coverage at no cost for 50% (or up to $500/week) of your income. At additional cost to the employee, you can increase coverage to 60% (up to $700/week) or 66.67% (up to $1250/week).

Do you have enough accrued sick and/or annual leave to cover the 30 day waiting period until STD is available?

- Yes
  - Use sick leave until STD is available. Is there still a gap after using sick leave and waiting for STD?
    - Yes
    - No
  - No

- No
  - No

Note: All scenarios are possible. Make sure to communicate with your physician, HR benefit specialist, and insurance to determine best steps.