

## **LEAVE BALANCES**

### **Accrued Leave:**

Employees will receive pay for any accrued leave balance as of six months from the date of separation from service, unless service is voluntarily terminated due to separation or retirement, prior to the completion of the six month period.

Employees who are reemployed by the University within six months will not have their former accrued leave balances affected. However, the service date that establishes the rate of accrued leave earnings will be recalculated to include the layoff time.

### **Sick Leave:**

#### ***Unused Payable Sick Leave (earned from January 1, 1984 – December 31, 1997)***

Employees will receive pay for one-half of the unused payable sick leave balance as of six months from the date of separation from service, unless service is voluntarily terminated due to separation or retirement prior to the completion of the six month period. The remaining one-half of the balance will be considered non-payable sick leave.

#### ***Non-Payable Sick Leave***

According to the SUCSS Merit Board Policy Relating to Employee Benefits, Section IV, C.5, "A former employee who separates in good standing and returns to employment within two years, shall have former accrued Sick Leave restored."

EIU will keep a record of non-payable sick leave balances for all employees who are permanently laid off for two years. After that time, the non-payable sick leave balance will be removed.

If an employee elects to resign or retire, the non-payable sick leave balance will be reported to SURS at that time. Employees will receive additional service credit for any unused and unpaid sick leave earned in accordance with the applicable sick leave policy *if the retirement annuity begins within 60 days* after termination of employment covered by SURS or one of the other systems subject to the Illinois Retirement Systems Reciprocal Act.

UNUSED, UNPAID SICK LEAVE	
FULL WORK DAYS	ADDITIONAL SERVICE CREDIT
20-59 Days	¼ Year
60-119 Days	½ Year
120-179 Days	¾ Year
180 or more Days	1 Year