

Staff Benefits/Staff Welfare Committees Report

April 18, 2012

By C. Sarao

Issue #1: “sudden and unfairly applied practice of requiring individuals to submit a doctor’s appointment card/note when applying for sick leave” etc.:

(Employee Handbook: http://policies.siuc.edu/employees_handbook/index.html)

Under “Leaves/Absences”, section I, item G:

“Before sick-leave benefits are made available, the employee's supervisor or the Director of Human Resources may require documentation of an illness from a physician or other administratively acceptable proof.”

under same, item H:

“Employees may use their sick leave for personal illness or injury, for personal medical and dental appointments, for any approved family and medical leave, and for the illness or injury of a member of the immediate family or household. For these purposes, the immediate family is defined as spouse, domestic partner, child, and parent. Household includes anyone maintaining a family relationship living in an employee's home. Pregnancy and related illnesses shall be considered by the university as any other medical condition and will merit leave consideration as such. Up to six weeks of sick leave may be taken for the medical condition resulting from a normal delivery. Use of additional sick leave necessitated by medical complications requires an order from the employee's physician.”

Employees are encouraged to contact Human Resources if they are concerned that these regulations are not being enforced properly or unfairly.

Issue #2: “practice of placing individuals in “interim” positions without due consideration given to the pool of possibly qualified employees” etc.

Dr. Linda McCabe-Smith, Associate Chancellor for Institutional Diversity, presented current practice on job descriptions, search waivers, hiring, search committees, etc. to Council at the February 15, 2012, meeting. Her office ensures that policies and procedures are enforced and that all matters concerning hiring practices follow established protocol. Official University Policy on interim hires has been requested. As this committee receives additional information, it will be reported on at Council meetings.