

**Recording Faculty Absences and Substituting Procedures
as of 1/28/2019**

When you are going to be absent for a class, even for school-related reasons:

Obtain the form “Absent Teacher Report” from the drawer in the Main Office or under Resources on the Uni website.

Complete all parts in advance and give it to the Associate Director no later than a week in advance—except in cases of unexpected illness.

Have the Associate Director sign and keep the form so the substitute can be paid and so the school will have backup documentation for AVSL. (The Associate Director will make a copy of this form for the Business Manager. The Associate Director checks AVSL against this form, and the Business Manager checks sub payments against this form.)

If you have been absent a half day (at least four hours) or full day (at least 8 hours) for personal reasons, enter your absence in AVSL (in advance or within three days of the absence if you have been ill unexpectedly). <https://my.swanlundhr.illinois.edu/>. Completing AVSL:

Log in.

Click on Report or Request Days Off.

Choose appropriate day(s) from the calendar.

Choose half day (at least 4 hours) or full day (at least 8 hours).

Choose Sick Leave, Floating Holiday, or Other.

If you choose Other, use the pull down menu to select Jury Duty,
Funeral Leave, Parental Leave, FMLA,

Click on Submit for Approval. (Faculty AVSL then goes electronically to the Associate Director to reconcile against the absence form. The Director works with the Associate Director once a month to verify absences against professional development approvals.)

When you will sub for someone: Use the form “Substitute Teacher Report.” The forms are available in the forms file drawer in the Main Office or under Resources on the Uni website. Please fill out this form *in advance* of substituting.

Complete all parts in advance.

Have the Associate Director sign and keep the form. (The Associate Director will make a copy of this form for the Business Manager within three days. The Business Manager reconciles the Substitute Teacher Report with the Absent Teacher Report. The Director checks once per month that the reconciliation is being accomplished. The Business Manager submits to Swanlund HR for processing a summary of all substituting on the first day of the following month. During monthly

financial reconciliation, the Business Manager validates substitute payments against approved Substitute Teacher Reports.)

Summary Definitions of Common Kinds of Absences/Leaves

More detailed information on all kinds of absences/leaves is at <https://www.hr.uillinois.edu/leave/>.

Approved Conference Travel and Short Absence

Conference Travel is the choice for any professional development off the Uni campus. Conference Travel includes professional development such as attending or presenting at workshops and conferences. Short Absence is the choice for other *school-related reasons*, such as a search committee, admissions committee, Agora Days committee, etc.)

Sick Leave

Eligible employees may use sick leave for illness of, injury to, or need to obtain medical or dental consultation for the employee, employee's spouse, civil union partner, same-sex domestic partner, children, parents, siblings, grandchildren, grandparents, and members of the employee's household. "Children" include biological, adopted, foster, stepchildren, legal wards, children for which an employee is standing *In loco parentis*, and children who are members of the employee's household. "Parent" is defined as a biological parent, stepparent, parent-in-law, or an individual who stood *in loco parentis* to the employee. <https://www.hr.uillinois.edu/leave/sick>

Sick leave may also be used for pregnancy or following the birth or adoption of a child to care for that child, not to exceed 12 weeks.

Funeral Leave

Employees are granted **three days** of paid leave for immediate family members, which includes:
Father Mother Sister Brother Spouse Domestic Partner Civil Union Partner
Child, including child of a same-sex domestic partner or civil union partner (if unborn, gestational age must be 20 or more weeks). Also see <https://www.hr.uillinois.edu/leave/funeral>
Grandparent
Grandchild, including grandchild of a same-sex domestic partner or civil union partner
Individual in a biological, adopted, foster, legal ward, step or *in loco parentis* relationship
In-law (grandmother-, grandfather-, mother-, father-, brother-, sister-, son-, and daughter-in-law), including a relative of a same-sex domestic partner or civil union partner (grandmother, grandfather, mother, father, brother, sister, son, and daughter)
Member of the employee's household

More information about funeral leave: <https://www.hr.uillinois.edu/leave/funeral>

Parental Leave

Employees are granted up to two weeks of leave with pay for parental leave. Parental leave is limited to one leave per twelve-month academic appointment year. For eligible employees, parental leave taken will count toward the 12-week FMLA entitlement.

Parental leave following the birth of a child must be taken in full immediately after the birth or immediately following the child's release from a health care facility to the home.

Parental leave for an adopted child may be taken in full either at the time of initial placement or at the time of legal adoption.

Leave cannot be taken on an intermittent schedule, or on a reduced leave schedule for a period lasting longer than two weeks.

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