Approved by the Board of Trustees

November 18, 2021

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Board Meeting

November 18, 2021

AMEND *THE* *GENERAL RULES CONCERNING UNIVERSITY ORGANIZATION AND PROCEDURE*

**Action:** Amend *The General Rules Concerning University Organization and*

*Procedure*, Article IV, Section 1, (l) and (m)

**Funding:** No New Funding Required

The University of Illinois System recognizes the importance of providing adequate leave benefits to support the health and wellness of employees. While the University of Illinois System offers a robust leave package, it is not as competitive compared to its peers in two types of leave: funeral/bereavement leave and parental leave. For this reason, changes to funeral/bereavement leave and parental leave policies were adopted at the beginning of academic year 2021/2022. Specifically, the changes to these leave benefits were as follows:

|  |  |  |
| --- | --- | --- |
| **Leave Type** | **Prior Number of Paid Days** | **New Number of Paid Days** |
| Parental | Up to **10 days** per birth/adoption/placement each 12-month academic appointment year | Up to **30 days** per birth/adoption/placement each 12-month academic appointment year |
| Funeral/Bereavement | **3 days** for immediate family member | **5 days** for immediate family member |

These changes were reviewed and supported by the academic professional and civil service employee advisory groups, the University Senates Conference, and system and university human resources staff. A redline version of the changes to the relevant portions of the General Rules are shown in the document attached to this item.

The Board action recommended in this item complies in all material respects with applicable State and federal laws, University of Illinois *Statutes, The General Rules Concerning University Organization and Procedure*, and the Board of Trustees policies and directives.

The Interim Executive Vice President and Vice President for Academic Affairs endorses these changes.

The President of the University of Illinois recommends approval.  *The General Rules Concerning University Organization and Procedure*

ARTICLE IV

EMPLOYMENT POLICIES

SECTION 1.

TERMS OF EMPLOYMENT OF ACADEMIC AND ADMINISTRATIVE STAFF

(l) Upon request, an academic staff member shall be granted, without loss of salary, bereavement/funeral leave of up to ~~three~~ five scheduled ~~consecutive~~ work days due to the death of a member of his or her immediate family or household member, and one work day to attend the visitation, funeral or memorial service due to the death of a relative outside the immediate family. Leave beyond these amounts may be approved under special circumstances. However, such additional leave will normally be taken without pay or may be charged to accrued vacation. Substantiation of the reason for bereavement/funeral leave may be required.

(m) Upon request, an eligible academic staff member shall be granted, without loss of salary, parental leave of up to ~~two~~ six weeks immediately following the birth of a child, or upon either the initial placement or the legal adoption of a child under 18 years of age prorated based on FTE.  An employee must have completed six continuous months of employment in order to be eligible for parental leave, which is limited to one leave per academic appointment year.  An employee who resigns employment before or at the expiration of the parental leave normally shall be required to reimburse the system for the cost of wages paid during the leave. Parental leave is automatically counted toward the 12-week family and medical leave entitlement for eligible staff members.