

APPROVED
JUNE 5, 2018

Item #VII-15
June 5, 2018

**PROPOSED AMENDMENTS TO PERSONNEL POLICIES FOR
BOARD OF HIGHER EDUCATION**

Submitted for: Action.

Summary: This item submits for Board action proposed amendments to the personnel policies for the Illinois Board of Higher Education (IBHE). The personnel policies were first adopted by the Board in 2004, pursuant to the State Officials and Employees Ethics Act, and have since been amended.

Revisions are proposed to the sections on Travel Policy and Documentation for the Reimbursement for Travel to streamline the travel request and reimbursement processes while retaining accountability and transparency. Revisions to the section on Earning or Accrual of State Benefits will ensure all IBHE employees receive the same rate of vacation accrual based on years of state service.

Action Requested: That the Illinois Board of Higher Education adopt the proposed amendments to the personnel policies for the Board as presented in this item.

STATE OF ILLINOIS
BOARD OF HIGHER EDUCATION

**PROPOSED AMENDMENTS TO PERSONNEL POLICIES FOR
BOARD OF HIGHER EDUCATION**

The Board of Higher Education first adopted personnel policies on February 3, 2004 pursuant to Section 5-5 of the State Officials and Employees Ethics Act. (5 ILCS 430) The Act requires the Board to adopt personnel policies for public universities and for the Board and its staff. The policies must include, but are not limited to, the following: (1) work time requirements; (2) documentation of time worked; (3) documentation for reimbursement for travel on official State business; (4) compensation; and (5) the earning or accrual of State benefits for all State employees who may be eligible to receive those benefits.

This proposal does not include amendments to the personnel policies for the public universities.

Proposed amendments to the Travel Policy section and the Documentation for Reimbursement for Travel section are summarized below:

- All travel requests will continue to be reviewed and approved by the employee's supervisor for applicability, Deputy Director for Fiscal Affairs and Budgeting or designee for funding, and Executive Director for final authorization.
- The Ethics Officer will review and approve travel requests that are reimbursed by a third party to ensure the gift is not banned pursuant to the State Officials and Employees Ethics Act, applicable Executive Orders, and other rules and regulations. This includes the identification of potentially prohibited sources.
- Authorizes the Deputy Director for Fiscal Affairs and Budgeting to document reimbursement for travel by third parties in lieu of creating a new account with the Illinois Office of the Comptroller to receive and distribute each reimbursement. This will streamline processing while maintaining transparency and accountability. Reimbursements from prohibited sources will continue to be processed through the state, as per the Executive Order.
- Eliminates the caps on out-of-state travel. Currently the caps are six trips per fiscal year for the Executive Director and four trips per fiscal year for each staff member.
- Eliminates mandatory pre- and post-trip reporting by Executive Director and IBHE staff when traveling out-of-state.
- Removes the limitation on using Uber and Lyft ride share services at certain rates since this mode of travel may be used if it is "the most economical mode of transportation available considering travel time, costs, and work requirements."

Proposed amendments to the Earning or Accrual of State Benefits section are summarized below:

- Combines two schedules for vacation accrual based on employee classification into one accrual schedule that continues to be based on years of state service. This will help with retention and recruitment of employees.
- Updates the section on bereavement leave by replacing “Funeral” with “Bereavement” and eliminating an attendance requirement for a funeral.

Attached are the proposed amendments using strikeout for words to be deleted and underline for words to be added. A second attachment shows the clean copy. The personnel policies, as amended, will be filed with the Executive Ethics Commission pursuant to the State Officials and Employees Ethics Act.

Staff Recommendation

Staff recommends the adoption of the following resolution:

The Illinois Board of Higher Education hereby adopts the amendments to the personnel policies for the Board of Higher Education as provided in this agenda item.

**ATTACHMENT 1:
PROPOSED AMENDMENTS IN STRIKEOUT AND UNDERLINE**

Travel Policy

The following policies and practices managing travel are adopted by the Illinois Board of Higher Education (IBHE) to ensure accountability and maximize the impact of travel investments on IBHE's strategic priorities ~~and shall be effective as of January 1, 2017.~~

Periodic travel by members of the Board, Executive Director and IBHE Staff is necessary for the conduct of IBHE business, operations and the advancement of higher education in the State of Illinois. However, the Board, Executive Director and IBHE Staff are expected to use prudence, discretion, and good judgment to assure that all expenses incurred while in travel status for the IBHE are authorized, appropriated, and in accordance with this Travel Policy. ~~In order to ensure compliance with this Travel Policy by the Board, Executive Director, and IBHE Staff, the Board has designated certain staff, as defined below, to review all travel requests.~~

All travel must be conducted in accordance with state and IBHE budgets and regulations, including, without limitation, the Illinois Higher Education Travel Control Board (HETCB) rules and regulations, as amended from time to time. To the extent any provision of this policy or these practices conflicts with the HETCB rules and regulations, the HETCB rules and regulations will control.

The Board hereby designates the Deputy Director for Fiscal Affairs & Budgeting or her or his designee ~~and the Ethics Officer (hereinafter the "Travel Review Team")~~ to review all travel requests. ~~The Deputy Director will~~ to ensure (1) funds are available and (2) the travel request complies with the Higher Education Travel Control Board rules and regulations. The Ethics Officer will review travel requests for travel to be reimbursed by a third party to ensure compliance with the State Officials and Employees Ethics Act (5 ILCS 430), IBHE Personnel Policies, applicable Executive Orders, and other rules and regulations.

The Deputy Director for Fiscal Affairs & Budgeting or designee and Ethics Officer ~~Travel Review Team~~ shall issue annual reports relating to compliance with the IBHE Travel Policy. Such annual report shall be prepared no later than 30 days following the end of the applicable fiscal year and shall detail: (i) the number of travel requests received, (ii) the number of travel requests approved including a summary of the basis for the approval and (iii) the number of travel requests denied including a summary of the basis for the denial.

Board Members

Pursuant to the Board of Higher Education Act, the members of the Board shall serve without compensation but they shall be reimbursed for their actual and necessary traveling and other expenses while engaged in the performance of their duties. (110 ILCS 205/5). Board members must certify that their travel is in compliance with state and agency rules and regulations before the Board can approve reimbursement of such travel. Prior approval is not required for the regularly scheduled Board and related committee meetings. Board members will consult with the Deputy Director for

Fiscal Affairs & Budgeting or designee Travel Review Team to confirm that funds are available and the travel policies and practices are being followed. The Ethics Officer will review travel requests for travel to be reimbursed by a third party to ensure compliance with the State Officials and Employees Ethics Act (5 ILCS 430), IBHE Personnel Policies, applicable Executive Orders, and other rules and regulations.

Executive Director

The Board recognizes that the goals established by the Board for the IBHE Executive Director and the various positions that individual holds by virtue of his or her role as Executive Director of the IBHE will require travel in and out of the state (e.g., commissioner to the Midwestern Higher Education Compact (MHEC) and the Education Commission of the States (ECS), the state representative to the national Advisory Committee on College Readiness, and the state member of the State Higher Education Executive Officers Association (SHEEO)). The Board has made elevating the stature of the IBHE for both state and national stakeholders a priority for the position of Executive Director as well as engaging state and national partners in identifying and implementing effective practices that advance the Board's priorities for improving the performance of Illinois higher education. However, in order to maintain control over aggregate travel costs and to facilitate budgeting, it is expected that out-of-state travel for purposes of education, advancing programmatic goals and collaboration with various stakeholders, shall not exceed six (6) out-of-state trips per fiscal year, regardless of the funding source. For avoidance of doubt, the aforementioned limitation on out-of-state travel shall apply to all out-of-state travel regardless of whether funded by the IBHE or other parties.

The Executive Director will manage his or her in-state travel in consultation with the Deputy Director for Fiscal Affairs & Budgeting or designee to ensure (1) funds are available and (2) the travel request complies with the Higher Education Travel Control Board rules and regulations. Travel Review Team to fulfill responsibilities to the IBHE and support the priorities of the agency as set forth by the Board. The Ethics Officer will review travel requests for travel to be reimbursed by a third party to ensure compliance with the State Officials and Employees Ethics Act (5 ILCS 430), IBHE Personnel Policies, applicable Executive Orders, and other rules and regulations.

The Executive Director will provide a written rationale for each out-of-state travel, which, after review by the Travel Review Team, must then be reviewed and approved by the Chair of the IBHE prior to any out-of-state travel taking place. The Executive Director will include in his or her regular reporting to the Board a written assessment of each out-of-state trip, specifying where traveled, the purpose of the travel, and the trip's contribution to the advancement of the priorities for IBHE established by the Board.

IBHE Staff

The Board recognizes that the goals established by the Board for the IBHE will require travel in and out of the state for various IBHE Staff. However, in order to maintain control over aggregate travel costs and to facilitate budgeting, it is expected that out-of-state travel for purposes furthering the IBHE's mission, programmatic goals and operations shall not exceed four (4) out-of-state trips per fiscal year, regardless of the funding source. For avoidance of doubt, the aforementioned limitation on out-of-state travel shall apply to all out-of-state travel regardless of whether funded by the IBHE or

~~other parties. All Agency Staff travel requests will be managed and must be reviewed by the Deputy Director for Fiscal Affairs & Budgeting or designee. In addition, the Ethics Officer will review travel requests for travel to be reimbursed by a third party to ensure compliance with the State Officials and Employees Ethics Act (5 ILCS 430), IBHE Personnel Policies, applicable Executive Orders, and other rules and regulations. Travel Review Team Requests may then be and then approved, in writing and in advance, by the Executive Director. Agency Staff will provide a written rationale for each out-of-state travel. It is incumbent upon the Executive Director in approving such travel to ensure staff travel is consistent with all state and agency regulations and that such travel is in furtherance of the staff member's responsibilities on behalf of the IBHE. Agency Staff will include in his or her regular reporting to the Executive Director a written assessment of each out-of-state trip specifying where traveled, the purpose of the travel and the trip's contribution to the advancement of the priorities for IBHE established by the Board.~~

A failure of any employee to comply with the applicable rules and regulations of the Illinois Higher Education Travel Control Board and the IBHE policies and practices may subject that individual to discipline, up to and including termination.

(Amended: June 5, 2018)

Documentation for Reimbursement for Travel

The Higher Education Travel Control Board (HETCB) has jurisdiction over travel by the Board, public universities, and other higher education institutions, boards, and commissions pursuant to the State Finance Act. (30 ILCS 105/12-1) The HETCB is a voting member of the Travel Regulation Council who is responsible for adopting the State Travel Regulations and Reimbursement Rates for personnel. The IBHE incorporates the HETCB administrative rules for travel reimbursement into the personnel policies.

General

Claims for reimbursement shall be supported by original receipts for railroad, bus, airplane (passenger coupon), lodging, and all other items in excess, individually, of \$10. Receipts are not required for meals on the per diem or per meal basis.

When travel is not required as a condition of employment and is a benefit to both the IBHE and the employee, the Executive Director or designee may provide partial reimbursement. The reimbursement may not in any case exceed the rates otherwise authorized.

~~If a third party, such as a current stakeholder, educational partners, or a conference organization proposes to provide a portion of the travel cost, the Executive Director must approve the request for IBHE Staff and the Chair must approve the request for the Executive Director, following the guidelines detailed below.~~

All employee travel expenses incurred shall be reimbursed in accordance with the travel regulations of the Travel Regulation Council and the Higher Education Governor's Travel Control Board, pursuant to the State Finance Act.

Prohibited Source Reimbursement

If ~~an~~ IBHE Staff or, the Executive Director seeks to attend a conference or meeting where a Prohibited Source, as defined by the State Officials and Employees Ethics Act, proposed to provide all or part of the cost (including, but not limited to airfare and hotel accommodations), the Ethics Officer ~~Travel Review Team~~ will consider approval in accordance with the Gift Ban provisions of the Ethics Act under the following conditions:

1. IBHE Staff Member has obtained approval in writing in advance by the Executive Director and Deputy Director for Fiscal Affairs & Budgeting ~~Travel Review Team~~; or in the case of the Executive Director, has obtained approval in writing in advance by the Chair; and
2. The Prohibited Source agrees to make or arrange payment or reimbursement of such costs directly with and to IBHE.

Third Party Reimbursement

If IBHE Staff or the Executive Director seeks to attend a conference or meeting where the sponsor or other third party, excluding a Prohibited Source, proposes to provide all or part of the cost (including, but not limited to airfare and hotel accommodations), the Ethics Officer ~~Travel Review Team~~ will review and consider approval ~~and in accordance with the Gift Ban provisions of the Ethics Act.~~ The Executive Director will make the final decision to approve the Third Party Reimbursement for an Agency Staff Member ~~and the Chairman will make the final decision to approve the Third Party Reimbursement for the Executive Director.~~ Any such third party reimbursement shall be pre-approved and the Deputy Director for Fiscal Affairs & Budgeting or designee shall document the reimbursement to help insure transparency and accountability. ~~paid directly to IBHE.~~

~~If an employee attends a conference where travel expenses are paid by IBHE, meals and other scheduled conference events which are provided by the sponsor may be accepted and need not be approved by the Travel Review Team provided the provisions of the Ethics Act are met.~~

Mileage

As a condition of employment, employees expect to incur commuting expenses between their residence and headquarters. These expenses are not reimbursable. Expenses associated with State business in excess of commuting expenses are reimbursable at headquarters and/or residence. An employee whose travel does not include travel through headquarters shall be reimbursed for all mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct route.

“Travel through headquarters” is defined as: Any travel to or through Springfield, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.

Examples of reimbursable mileage expenses are as follows:

1. Residence/Lincoln - Headquarters/Springfield
Employee drives from residence in Lincoln to Chicago and returns to residence. Reimbursement is for all mileage because the travel was not to or through headquarters.
2. Residence/Lincoln - Headquarters/Springfield
Employee drives from residence in Lincoln to Collinsville and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The travel, by the most direct route, was through headquarters.

Mileage Rates

Employees using private vehicles while on State business must have insurance coverage in an amount not less than that required by Section 10-10(b) of the Illinois Vehicle Code. (625 ILCS 5/10) Prior to such authorization the Agency Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require such certification to be noted on the travel voucher.

The current rate(s) can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/reimbursement/).

Meal Allowance

The meal allowances are given when the traveler is not eligible to receive per diem. Receipts need not be submitted to support this allowance. Travel of 18 hours or less during the same calendar day or when a night’s lodging is not required:

| | <u>In State</u> | <u>Out-of-State</u> |
|---|-----------------|---------------------|
| Breakfast (must leave before 6:00 a.m.) | \$5.50 | \$6.50 |
| Lunch | No allowance | No allowance |
| Dinner (must return after 7:00 p.m.) | \$17.00 | \$19.00 |

Per diem shall be paid for travel which includes overnight lodging or is 18 or more continuous hours. It is given in lieu of the meal allowance and is to cover the cost of meals and meal tips. Receipts need not be submitted to support this allowance.

| | <u>In State</u> | <u>Out-of-State</u> |
|-------------|-----------------|---------------------|
| Quarter Day | \$7.00 | \$8.00 |

Quarter Days are as follows:

12:00 midnight to 5:59 a.m.

6:00 a.m. to 11:59 a.m.
 12:00 noon to 5:59 p.m.
 6:00 p.m. to 11:59 p.m.

| | | |
|-------------------------------|---------|---------|
| Total Per Diem Rate (per day) | \$28.00 | \$32.00 |
|-------------------------------|---------|---------|

When the cost of meals for approved conferences is a part of the registration fee, and paid or reimbursed by the Higher Education Travel Control Board member institution, the traveler shall deduct the following amounts from the per diem or per meal allowance:

| | <u>In State</u> | <u>Out-of-State</u> |
|-----------|-----------------|---------------------|
| Breakfast | \$5.50 | \$6.50 |
| Lunch | \$5.50 | \$6.50 |
| Dinner | \$17.00 | \$19.00 |

Modes of Transportation

1. All travel shall be by the most direct route. Expenses due to deviations for convenience shall be borne by the employee. Distances between destinations shall be as shown on the Illinois Highway Map published by the Secretary of State. Where no mileages are available, odometer readings shall be used. Mileage in and around a city of destination may be claimed as such.
2. All travel shall be by the most economical mode of transportation available considering travel time, costs, and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs and other usual means of conveyance.
3. State vehicles may be used when most economical. Specific instructions covering service and repairs of these vehicles are to be found in the glove compartment of each vehicle.
4. ~~Ride sharing services such as Uber and Lyft may be reimbursed provided the following:~~
 - a. ~~Employees are required to use the lowest cost services that the car sharing services offer such as "UberX" and "Lyft Standard."~~
 - b. ~~Employees will not be allowed to claim reimbursement for rides obtained by using "Uber XL", "UberSELECT", "UberSUV", "UberLUX", or "LyftPlus". If employees to use these services they must personally pay for the service.~~
 - c. ~~Employees will not be allowed to claim reimbursement when Uber is using "Surge Pricing" and Lyft is using "Prime Time" pricing. If employees are charged "Surge Pricing" or "Prime Time" pricing they must personally pay for the service.~~

- ~~5.~~ Arrangements on airplanes, trains, or boats shall be the least costly reasonably available alternative.
- 5.6. Chartered aircraft, boats, trains, buses, or other such conveyance, shall be used only as a last resort or if proven to be most economical for the circumstances.
- 6.7. The rental of an auto and use of ride sharing services while on travel status is allowed, if circumstances require. The most economical vehicle available that is suitable for the State's business shall be obtained. The collision damage waiver and personal accident insurance on rented vehicles are not reimbursable.
- 7.8. Privately owned vehicles may be used when authorized.
- a. Employees using private vehicles while on State business must have insurance coverage in an amount not less than that required by Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)]. Prior to such authorization the Agency Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require such certification to be noted on the travel voucher.
- b. Reimbursement for use of a private vehicle shall be on a mileage basis and shall be in accordance with the rate promulgated pursuant to 5 USC 5707(b)(2). However, in the event the rate set under federal regulations changes during the course of the State's fiscal year, the effective date of the new rate shall be the effective date of the change in the federal rate. The current rate can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/reimbursement/).
- 8.9. Agency Heads may authorize the use of privately owned aircraft on State business
- a. Employees using privately owned aircraft on State business shall be duly licensed by the appropriate licensing body for the particular aircraft to be flown, shall carry insurance in at least the amount of \$500,000 combined single limit, and shall certify this to the Agency Head. Such certification shall be available for review and shall be noted on the travel voucher
- b. Reimbursement for the use of privately owned aircraft is set by the Higher Education Travel Control Board, but shall not exceed the rate set by the Federal Government pursuant to 5 USC 5707(b)(2) and 41 CFR 301-4.2(a)(2), as revised September 8, 1998 (Federal Register, Vol. 63 #173, Government Printing Office). No later amendments or editions shall act to vary this rate. The current rate

can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/reimbursement/).

Lodging

It is the responsibility of each employee to request the lowest available lodging rate at the time of making reservations. However, a person who due to a disability may require special lodging consideration may be reimbursed for the actual cost of the least costly lodging that is substantially accessible.

The lodging allowances specified on the Higher Education Travel Control Board Website are the maximum amounts allowable per area. The amounts are based on the rates established by the U.S. General Services Administration (GSA) and can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/allowances/). State of Illinois travel regulations allow for payments in excess of state rates when pre-approved by the Executive Director and approved by the Travel Control Board.

Advance approval of amounts in excess of the maximum amounts allowable is not required for conferences. To prevent confusion between an official meeting and a conference, a copy of a brochure or registration form which indicates the hotel in which the conference was held should be attached to the **Travel Voucher** for all conferences regardless of the room rate. If the conference is held somewhere other than the hotel, a list of the recommended hotels must be attached.

If hotel documentation is not available, a **Lodging Exception** form must be completed. A report of all lodging exceptions granted by an Institution shall be submitted for approval at the quarterly Higher Education Travel Control Board meeting. While the online marketing site Airbnb may at times offer lodging within or lower than the maximum lodging rate in certain areas, the IBHE will not reimburse employees who choose to obtain lodging through Airbnb while traveling on IBHE business.

The State has negotiated special rates with certain hotels in Illinois. **Employees are required to contact preferred hotels first when seeking overnight accommodations** and attempt to obtain the discounted rate before reserving a hotel room at the State's maximum allowed rate. The rates listed do not include applicable taxes. Identification as a State of Illinois employee may be required at check-in. The "preferred hotels listing" can be found on the Central Management Services (CMS) website (www2.illinois.gov/cms/Employees/travel/Pages/PreferredHotel.aspx).

Reimbursable / Non-reimbursable Expenses

The cost of business related special expenses, if reasonable, shall be reimbursable. Examples are:

1. Hire of room exhibit space, set up, and such for official business.
2. Laundry and dry cleaning if on travel status for at least 7 consecutive days.
3. Storage and handling of baggage.
4. Taxis, including reasonable tips.
5. Telephone calls on official business, including calls of 3 minutes or less to announce safe arrival or delay or change in plans.
6. Telephone calls to secure lodging.

7. Automobile tolls and parking fees.
8. Meals purchased for non-State employees while on travel status and in connection with State business. A statement specifying why, for whom, and certifying that the claim does not include alcoholic beverages shall be attached to the travel voucher.
An employee shall be considered "on travel status" while away from Springfield on authorized State business. Travel status shall begin when an employee leaves Springfield or, if reporting directly to destination, from residence or other location. Travel status shall conclude when an employee returns to Springfield or, if reporting directly from original destination, to residence or other location at the completion of authorized State business.
9. Hotel internet charges when used for official business.

Examples of non-reimbursable expenses are:

1. Alcoholic beverages.
2. Coat check.
3. Entertainment.
4. Late check-out and room guarantee charges.
5. Meals for other State employees or officers.
6. Parking tickets or other traffic tickets and charges associated with locksmith service.
7. Tips incurred beyond those specifically provided in this Part.
8. Transportation to procure meals except when the nature and location of work at a temporary duty station are such that suitable meals cannot be procured at that location.
9. Commuting expenses. "Commuting expenses" means the cost of one round trip between residence and headquarters. Cost may include mileage, parking fees, tolls, etc. Mileage cost is determined by multiplying the commuting mileage by the mileage reimbursement rate located on the Higher Education Travel Control Board's website.
"Commuting mileage" means the actual round trip mileage between residence and headquarters.

Employee Headquarters

Section 12-3 of the State Finance Act [30 ILCS 105/12-3], requires that Form TA-2 be completed and filed with the Legislative Audit Commission for any individual whose headquarters has been designated as a location other than that at which official duties require the largest part of working time. The reports shall be filed no later than July 15 for the period from January 1 through June 30 of that year and no later than January 15 for the period July 1 through December 31 of the preceding year. If an agency has more than one facility or institution, the report shall indicate on its face to which facility or institution the data pertain.

(Amended June 5, 2018 ~~December 13, 2016~~)

Earning or Accrual of State Benefits

The University Civil Service Merit Board recommends standards for hours of work, holidays, sick leave, overtime compensation and vacation for the purposes of improving conditions of employment and ensuring uniformity in the university system pursuant to the State Universities Civil Service Act. (110 ILCS 70) Many of the recommended standards are incorporated into the IBHE Personnel Policies. The recommended policies for employee benefits are found on their website at www.sucss.illinois.gov.

Holidays

The following holidays are observed by the Board: *New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day*. The Act also specifies that five additional days to be designated by the agency shall be observed as official holidays for which staff will receive their usual compensation. Those additional five days include the Friday after Thanksgiving and four "floating" holidays to be chosen by employees on an individual basis. Floating holidays must be used during the calendar year and cannot be accumulated beyond the end of the year.

All professional staff (exempt staff) observe the same holidays as civil service staff.

Vacation Time

~~**Civil Service Staff:** Vacation time earned for civil service staff is based on years of state service. Computation of years of state service includes total years of service in the State Universities Civil Service System (SUCSS) as well as years of service in other state agencies. An employee may accumulate leave in an amount equal to that earned in two years of service. The Personnel Officer shall notify employees on a quarterly basis of the total vacation leave earned and used. Civil service staff earn vacation days in accordance with the following schedule:~~

| <u>Years of Service Completed</u> | | <u>Vacation Days</u> |
|-----------------------------------|----------------------|---------------------------|
| <u>At Least</u> | <u>Not More Than</u> | <u>Earned in One Year</u> |
| 0 | 3 | 12 working days |
| 3 | 6 | 15 working days |
| 6 | 9 | 18 working days |
| 9 | 14 | 21 working days |
| 14 and over | | 25 working days |

~~**Professional Staff (exempt from Civil Service):** Vacation time earned for all classifications of full-time professional staff is based on years of state service. Computation of years of state service includes total years of service in the State Universities Civil Service system as well as years of service with other state of Illinois agencies. An employee may accumulate leave in an amount greater than that earned in two years of service at IBHE. The maximum amount of accrued vacation that can be paid out at separation ~~termination~~ of employment is two~~

times the rate of vacation¹ being earned at that time.² ~~Staff Professional staff~~ earn vacation days in accordance with the following schedule:

| <u>Years of Service Completed</u> | | <u>Vacation Days</u> |
|-----------------------------------|----------------------|---------------------------|
| <u>At Least</u> | <u>Not More Than</u> | <u>Earned in One Year</u> |
| 0 | 5 | 22 working days |
| 5 | 10 | 25 working days |
| 10 and over | | 28 working days |

Personal Days

Any full-time employee may be absent for three (3) days without loss of pay during each calendar year. These personal days should be used by an employee for the conduct of legitimate transactions not possible to conduct at any other time. Any employee's unused personal days will be transferred to his/her sick days at the end of the calendar year.

Sick Leave

Those persons working at least half-time or more shall be eligible to earn credit for sick leave. The following provisions apply to earning and use of sick leave:

- An eligible employee shall earn credit for sick leave with full pay at the rate of one work day for each month of service. The amount of leave accumulated at the time when illness or injury begins shall be available in full, and additional leave shall continue to accrue while an employee is using that already accumulated.
- There shall be no limit in the amount of sick leave that may be accumulated.
- An eligible employee may use accumulated sick leave only when the employee is ill or injured or obtaining medical or dental consultation or treatment. Acceptable evidence of disability may be required before allowing the use of sick leave.
- Use of sick leave shall be limited to illness for employee, spouse, and/or children. Exceptions and applications of this policy beyond spouse and children, e.g., members of household, may be granted.
- A former employee who separates in good standing and returns to employment within two years, shall have former accrued sick leave restored unless the time has been used by the State University Retirement System in the final retirement calculation.
- Upon termination of employment for any reason, an employee is entitled to be paid for one-half of unused sick leave that accrued during the period of

¹ Staff Note: "Rate of vacation" means the number of vacation days earned in one year.

² Staff Note: For example, Employee A is separating from IBHE and has accrued 50 days of unused vacation leave; the employee's rate of vacation is 22 working days per year. The maximum payout of vacation time for Employee A is no more than 44 days.

time from January 1, 1984 through December 31, 1997. Unused and unpaid sick leave may be accepted by another state agency to which an employee transfers subject to certain requirements. The Illinois Board of Higher Education may accept unused and unpaid sick leave accrued for an employee transferring from another state agency, provided the previous employer will furnish the Board with verification of such unused and unpaid sick leave. Under certain circumstances unused and unpaid sick leave may be credited as additional service credit at the time of retirement.

Disability

When an employee cannot perform the duties of the position because of illness, an employee must have established two years of service in the Retirement System to qualify for disability benefits. No minimum service is required if disability results from an accident. In order for disability benefits to commence, an employee must be off the payroll, must have exhausted sick leave benefits, and must have been actually off the job for sixty days. Benefits cannot begin more than 30 days prior to receipt of the application for such benefits made to the State Universities Retirement System. If disability is anticipated to be prolonged, vacation time should also be used before disability benefits begin.

General Leave Policy

Employees may be granted employment leaves, if approved by the Executive Director, without jeopardizing their employment with the Illinois Board of Higher Education. Leave requests shall be documented as appropriate to the type of leave.

Bereavement Funeral Leave

Approval with pay will be granted to an employee for a leave of up to three work days for the death of a member of the employee's immediate family, household, in-laws, and/or grandparents of the immediate family; and of one day for the death of ~~of to attend the funeral~~ a relative outside the employee's family or household.

Immediate family is defined as: father, mother, sister, brother, spouse and children. In-laws are defined as: mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law.

Jury Duty or Other Court Appearances

An eligible employee shall be granted a leave of absence without loss of pay when called for jury duty or for other court appearances when subpoenaed as a witness. The Illinois Board of Higher Education will pay the salary of an employee on jury duty, and money received for such duties shall be turned in to the Board's Personnel Officer for deposit into the State Treasury.

Administrative Closure

Employees will receive paid leave during administrative closure. The determination to close the office may be made by the Executive Director or his/her designee in two situations.

- 1) The Executive Director or his/her authorized designee may close the office for up to 2 weekdays in response to a natural emergency or for reasons of employees' health and safety, the Board Chair may authorize additional days, when warranted.
- 2) The Executive Director may declare the office will be closed up to 2 additional working days during the period of December 23 through January 2, when the paid leave is justified economically and there is no need for staff members to maintain operations during those times, but only after consulting with the Board Chair. The additional days shall not be Christmas Day and New Year's Day as these are two paid holidays observed by the Board.

(Amended June 5, 2018 ~~December 2, 2014~~)

**ATTACHMENT 2:
PROPOSED AMENDMENTS WITHOUT MARKUPS**

Travel Policy

The following policies and practices managing travel are adopted by the Illinois Board of Higher Education (IBHE) to ensure accountability and maximize the impact of travel investments on IBHE's strategic priorities.

Periodic travel by members of the Board, Executive Director and IBHE Staff is necessary for the conduct of IBHE business, operations and the advancement of higher education in the State of Illinois. However, the Board, Executive Director and IBHE Staff are expected to use prudence, discretion, and good judgment to assure that all expenses incurred while in travel status for the IBHE are authorized, appropriated, and in accordance with this Travel Policy.

All travel must be conducted in accordance with state and IBHE budgets and regulations, including, without limitation, the Illinois Higher Education Travel Control Board (HETCB) rules and regulations, as amended from time to time. To the extent any provision of this policy or these practices conflicts with the HETCB rules and regulations, the HETCB rules and regulations will control.

The Board hereby designates the Deputy Director for Fiscal Affairs & Budgeting or her/his designee to review all travel requests to ensure (1) funds are available and (2) the travel request complies with the Higher Education Travel Control Board rules and regulations. The Ethics Officer will review travel requests for travel to be reimbursed by a third party to ensure compliance with the State Officials and Employees Ethics Act (5 ILCS 430), IBHE Personnel Policies, applicable Executive Orders, and other rules and regulations.

The Deputy Director for Fiscal Affairs & Budgeting or designee and/or Ethics Officer shall issue annual reports relating to compliance with the IBHE Travel Policy. Such annual report shall be prepared no later than 30 days following the end of the applicable fiscal year and shall detail: (i) the number of travel requests received, (ii) the number of travel request approved including a summary of the basis for the approval and (iii) the number of travel requests denied including a summary of the basis for the denial.

Board Members

Pursuant to the Board of Higher Education Act, the members of the Board shall serve without compensation but they shall be reimbursed for their actual and necessary traveling and other expenses while engaged in the performance of their duties. (110 ILCS 205/5). Board members must certify that their travel is in compliance with state and agency rules and regulations before the Board can approve reimbursement of such travel. Prior approval is not required for the regularly scheduled Board and related committee meetings. Board members will consult with the Deputy Director for Fiscal Affairs & Budgeting or designee to confirm that funds are available and the travel policies and practices are being followed. The Ethics Officer will review travel requests for travel to be reimbursed by a third party to ensure compliance with the State Officials

and Employees Ethics Act (5 ILCS 430), IBHE Personnel Policies, applicable Executive Orders, and other rules and regulations.

Executive Director

The Board recognizes that the goals established by the Board for the IBHE Executive Director and the various positions that individual holds by virtue of his or her role as Executive Director of the IBHE will require travel in and out of the state. The Board has made elevating the stature of the IBHE for both state and national stakeholders a priority for the position of Executive Director as well as engaging state and national partners in identifying and implementing effective practices that advance the Board's priorities for improving the performance of Illinois higher education.

The Executive Director will manage his or her in-state travel in consultation with the Deputy Director for Fiscal Affairs & Budgeting or designee to ensure (1) funds are available and (2) the travel request complies with the Higher Education Travel Control Board rules and regulations. The Ethics Officer will review travel requests for travel to be reimbursed by a third party to ensure compliance with the State Officials and Employees Ethics Act (5 ILCS 430), IBHE Personnel Policies, applicable Executive Orders, and other rules and regulations.

IBHE Staff

The Board recognizes that the goals established by the Board for the IBHE will require travel in and out of the state for various IBHE Staff. All Agency Staff travel requests must be reviewed by the Deputy Director for Fiscal Affairs & Budgeting or designee. In addition, the Ethics Officer will review travel requests for travel to be reimbursed by a third party to ensure compliance with the State Officials and Employees Ethics Act (5 ILCS 430), IBHE Personnel Policies, applicable Executive Orders, and other rules and regulations. Requests may then be approved, in writing and in advance, by the Executive Director. It is incumbent upon the Executive Director in approving such travel to ensure staff travel is consistent with all state and agency regulations and that such travel is in furtherance of the staff member's responsibilities on behalf of the IBHE.

A failure of any employee to comply with the applicable rules and regulations of the Illinois Higher Education Travel Control Board and the IBHE policies and practices may subject that individual to discipline, up to and including termination.

(Amended: June 5, 2018)

Documentation for Reimbursement for Travel

The Higher Education Travel Control Board (HETCB) has jurisdiction over travel by the Board, public universities, and other higher education institutions, boards, and commissions pursuant to the State Finance Act. (30 ILCS 105/12-1) The HETCB is a voting member of the Travel Regulation Council who is responsible for adopting the State Travel Regulations and Reimbursement Rates for personnel. The IBHE

incorporates the HETCB administrative rules for travel reimbursement into the personnel policies.

General

Claims for reimbursement shall be supported by original receipts for railroad, bus, airplane (passenger coupon), lodging, and all other items in excess, individually, of \$10. Receipts are not required for meals on the per diem or per meal basis.

When travel is not required as a condition of employment and is a benefit to both the IBHE and the employee, the Executive Director or designee may provide partial reimbursement. The reimbursement may not in any case exceed the rates otherwise authorized.

All employee travel expenses incurred shall be reimbursed in accordance with the travel regulations of the Travel Regulation Council and the Higher Education Travel Control Board, pursuant to the State Finance Act.

Prohibited Source Reimbursement

If an IBHE Staff or the Executive Director seeks to attend a conference or meeting where a Prohibited Source, as defined by the State Officials and Employees Ethics Act, proposed to provide all or part of the cost (including, but not limited to airfare and hotel accommodations), the Ethics Officer will consider approval in accordance with the Gift Ban provisions of the Ethics Act under the following conditions:

3. IBHE Staff Member has obtained approval in writing in advance by the Executive Director and Deputy Director for Fiscal Affairs & Budgeting; or in the case of the Executive Director, has obtained approval in writing in advance by the Chair; and
4. The Prohibited Source agrees to make or arrange payment or reimbursement of such costs directly with and to IBHE.

Third Party Reimbursement

If IBHE Staff or the Executive Director seeks to attend a conference or meeting where the sponsor or other third party, excluding a Prohibited Source, proposes to provide all or part of the cost (including, but not limited to airfare and hotel accommodations), the Ethics Officer will review and consider approval in accordance with the Gift Ban provisions of the Ethics Act. The Executive Director will make the final decision to approve the Third Party Reimbursement for an Agency Staff Member. Any such third party reimbursement shall be pre-approved and the Deputy Director for Fiscal Affairs & Budgeting or designee shall document the reimbursement to help insure transparency and accountability.

Mileage

As a condition of employment, employees expect to incur commuting expenses between their residence and headquarters. These expenses are not reimbursable. Expenses associated with State business in excess of commuting expenses are reimbursable at

headquarters and/or residence. An employee whose travel does not include travel through headquarters shall be reimbursed for all mileage. An employee whose travel does include travel through headquarters shall be reimbursed for all mileage in excess of commuting mileage. All travel must be by the most direct route.

“Travel through headquarters” is defined as: Any travel to or through Springfield, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.

Examples of reimbursable mileage expenses are as follows:

1. Residence/Lincoln - Headquarters/Springfield
Employee drives from residence in Lincoln to Chicago and returns to residence. Reimbursement is for all mileage because the travel was not to or through headquarters.
2. Residence/Lincoln - Headquarters/Springfield
Employee drives from residence in Lincoln to Collinsville and back to residence. Reimbursement is for all mileage in excess of commuting mileage. The travel, by the most direct route, was through headquarters.

Mileage Rates

Employees using private vehicles while on State business must have insurance coverage in an amount not less than that required by Section 10-10(b) of the Illinois Vehicle Code. (625 ILCS 5/10) Prior to such authorization the Agency Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require such certification to be noted on the travel voucher.

The current rate(s) can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/reimbursement/).

Meal Allowance

The meal allowances are given when the traveler is not eligible to receive per diem. Receipts need not be submitted to support this allowance. Travel of 18 hours or less during the same calendar day or when a night’s lodging is not required:

| | <u>In State</u> | <u>Out-of-State</u> |
|---|-----------------|---------------------|
| Breakfast (must leave before 6:00 a.m.) | \$5.50 | \$6.50 |
| Lunch | No allowance | No allowance |
| Dinner (must return after 7:00 p.m.) | \$17.00 | \$19.00 |

Per diem shall be paid for travel which includes overnight lodging or is 18 or more continuous hours. It is given in lieu of the meal allowance and is to cover the cost of meals and meal tips. Receipts need not be submitted to support this allowance.

| <u>In State</u> | <u>Out-of-State</u> |
|-----------------|---------------------|
|-----------------|---------------------|

| | | |
|-------------|--------|--------|
| Quarter Day | \$7.00 | \$8.00 |
|-------------|--------|--------|

Quarter Days are as follows:

- 12:00 midnight to 5:59 a.m.
- 6:00 a.m. to 11:59 a.m.
- 12:00 noon to 5:59 p.m.
- 6:00 p.m. to 11:59 p.m.

| | | |
|-------------------------------|---------|---------|
| Total Per Diem Rate (per day) | \$28.00 | \$32.00 |
|-------------------------------|---------|---------|

When the cost of meals for approved conferences is a part of the registration fee, and paid or reimbursed by the Higher Education Travel Control Board member institution, the traveler shall deduct the following amounts from the per diem or per meal allowance:

| | <u>In State</u> | <u>Out-of-State</u> |
|-----------|-----------------|---------------------|
| Breakfast | \$5.50 | \$6.50 |
| Lunch | \$5.50 | \$6.50 |
| Dinner | \$17.00 | \$19.00 |

Modes of Transportation

1. All travel shall be by the most direct route. Expenses due to deviations for convenience shall be borne by the employee. Distances between destinations shall be as shown on the Illinois Highway Map published by the Secretary of State. Where no mileages are available, odometer readings shall be used. Mileage in and around a city of destination may be claimed as such.
2. All travel shall be by the most economical mode of transportation available considering travel time, costs, and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs and other usual means of conveyance.
3. State vehicles may be used when most economical. Specific instructions covering service and repairs of these vehicles are to be found in the glove compartment of each vehicle.
4. Arrangements on airplanes, trains, or boats shall be the least costly reasonably available alternative.
5. Chartered aircraft, boats, trains, buses, or other such conveyance, shall be used only as a last resort or if proven to be most economical for the circumstances.
6. The rental of an auto and use of ride-sharing services while on travel status is allowed, if circumstances require. The most economical vehicle available that is suitable for the State's business shall be obtained. The

collision damage waiver and personal accident insurance on rented vehicles are not reimbursable.

7. Privately owned vehicles may be used when authorized.
 - a. Employees using private vehicles while on State business must have insurance coverage in an amount not less than that required by Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b)]. Prior to such authorization the Agency Head shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require such certification to be noted on the travel voucher.
 - b. Reimbursement for use of a private vehicle shall be on a mileage basis and shall be in accordance with the rate promulgated pursuant to 5 USC 5707(b)(2). However, in the event the rate set under federal regulations changes during the course of the State's fiscal year, the effective date of the new rate shall be the effective date of the change in the federal rate. The current rate can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/reimbursement/).
8. Agency Heads may authorize the use of privately owned aircraft on State business
 - a. Employees using privately owned aircraft on State business shall be duly licensed by the appropriate licensing body for the particular aircraft to be flown, shall carry insurance in at least the amount of \$500,000 combined single limit, and shall certify this to the Agency Head. Such certification shall be available for review and shall be noted on the travel voucher
 - b. Reimbursement for the use of privately owned aircraft is set by the Higher Education Travel Control Board, but shall not exceed the rate set by the Federal Government pursuant to 5 USC 5707(b)(2) and 41 CFR 301-4.2(a)(2), as revised September 8, 1998 (Federal Register, Vol. 63 #173, Government Printing Office). No later amendments or editions shall act to vary this rate. The current rate can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/reimbursement/).

Lodging

It is the responsibility of each employee to request the lowest available lodging rate at the time of making reservations. However, a person who due to a disability may require special lodging consideration may be reimbursed for the actual cost of the least costly lodging that is substantially accessible.

The lodging allowances specified on the Higher Education Travel Control Board Website are the maximum amounts allowable per area. The amounts are based on the rates established by the U.S. General Services Administration (GSA) and can be found on the Higher Education Travel Control Board website (www.stateuniv.state.il.us/travel/allowances/). State of Illinois travel regulations allow for payments in excess of state rates when pre-approved by the Executive Director and approved by the Travel Control Board.

Advance approval of amounts in excess of the maximum amounts allowable is not required for conferences. To prevent confusion between an official meeting and a conference, a copy of a brochure or registration form which indicates the hotel in which the conference was held should be attached to the **Travel Voucher** for all conferences regardless of the room rate. If the conference is held somewhere other than the hotel, a list of the recommended hotels must be attached.

If hotel documentation is not available, a **Lodging Exception** form must be completed. A report of all lodging exceptions granted by an Institution shall be submitted for approval at the quarterly Higher Education Travel Control Board meeting. While the online marketing site Airbnb may at times offer lodging within or lower than the maximum lodging rate in certain areas, the IBHE will not reimburse employees who choose to obtain lodging through Airbnb while traveling on IBHE business.

The State has negotiated special rates with certain hotels in Illinois. **Employees are required to contact preferred hotels first when seeking overnight accommodations** and attempt to obtain the discounted rate before reserving a hotel room at the State's maximum allowed rate. The rates listed do not include applicable taxes. Identification as a State of Illinois employee may be required at check-in. The "preferred hotels listing" can be found on the Central Management Services (CMS) website (www2.illinois.gov/cms/Employees/travel/Pages/PreferredHotel.aspx).

Reimbursable / Non-reimbursable Expenses

The cost of business related special expenses, if reasonable, shall be reimbursable. Examples are:

1. Hire of room exhibit space, set up, and such for official business.
2. Laundry and dry cleaning if on travel status for at least 7 consecutive days.
3. Storage and handling of baggage.
4. Taxis, including reasonable tips.
5. Telephone calls on official business, including calls of 3 minutes or less to announce safe arrival or delay or change in plans.
6. Telephone calls to secure lodging.
7. Automobile tolls and parking fees.
8. Meals purchased for non-State employees while on travel status and in connection with State business. A statement specifying why, for whom, and certifying that the claim does not include alcoholic beverages shall be attached to the travel voucher.

An employee shall be considered "on travel status" while away from Springfield on authorized State business. Travel status shall begin when an employee leaves Springfield or, if reporting directly to destination, from residence or other location. Travel status shall conclude when an employee returns to Springfield or, if reporting directly from original destination, to

- residence or other location at the completion of authorized State business.
9. Hotel internet charges when used for official business.

Examples of non-reimbursable expenses are:

1. Alcoholic beverages.
2. Coat check.
3. Entertainment.
4. Late check-out and room guarantee charges.
5. Meals for other State employees or officers.
6. Parking tickets or other traffic tickets and charges associated with locksmith service.
7. Tips incurred beyond those specifically provided in this Part.
8. Transportation to procure meals except when the nature and location of work at a temporary duty station are such that suitable meals cannot be procured at that location.
9. Commuting expenses. "Commuting expenses" means the cost of one round trip between residence and headquarters. Cost may include mileage, parking fees, tolls, etc. Mileage cost is determined by multiplying the commuting mileage by the mileage reimbursement rate located on the Higher Education Travel Control Board's website.
"Commuting mileage" means the actual round trip mileage between residence and headquarters.

Employee Headquarters

Section 12-3 of the State Finance Act [30 ILCS 105/12-3], requires that Form TA-2 be completed and filed with the Legislative Audit Commission for any individual whose headquarters has been designated as a location other than that at which official duties require the largest part of working time. The reports shall be filed no later than July 15 for the period from January 1 through June 30 of that year and no later than January 15 for the period July 1 through December 31 of the preceding year. If an agency has more than one facility or institution, the report shall indicate on its face to which facility or institution the data pertain.

(Amended June 5, 2018)

Earning or Accrual of State Benefits

The University Civil Service Merit Board recommends standards for hours of work, holidays, sick leave, overtime compensation and vacation for the purposes of improving conditions of employment and ensuring uniformity in the university system pursuant to the State Universities Civil Service Act. (110 ILCS 70) Many of the recommended standards are incorporated into the IBHE Personnel Policies. The recommended policies for employee benefits are found on their website at www.sucss.illinois.gov.

Holidays

The following holidays are observed by the Board: *New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day*. The Act also specifies that five additional days to be designated by the agency shall be observed as official holidays for which staff will receive their usual compensation. Those additional five days include the Friday after Thanksgiving and four "floating" holidays to be chosen by employees on an individual basis. Floating holidays must be used during the calendar year and cannot be accumulated beyond the end of the year.

All professional staff (exempt staff) observe the same holidays as civil service staff.

Vacation Time

Vacation time earned for all classifications of full-time staff is based on years of state service. Computation of years of state service includes total years of service in the State Universities Civil Service system as well as years with other state of Illinois agencies. An employee may accumulate leave in an amount greater than that earned in two years of service at IBHE. The maximum amount of accrued vacation that can be paid out at separation of employment is two times the rate of vacation³ being earned at that time.⁴ Staff earn vacation days in accordance with the following schedule:

| <u>Years of Service Completed</u> | | <u>Vacation Days</u> |
|-----------------------------------|----------------------|---------------------------|
| <u>At Least</u> | <u>Not More Than</u> | <u>Earned in One Year</u> |
| 0 | 5 | 22 working days |
| 5 | 10 | 25 working days |
| 10 and over | | 28 working days |

Personal Days

Any full-time employee may be absent for three (3) days without loss of pay during each calendar year. These personal days should be used by an employee for the conduct of legitimate transactions not possible to conduct at any other time. Any employee's unused personal days will be transferred to his/her sick days at the end of the calendar year.

Sick Leave

Those persons working at least half-time or more shall be eligible to earn credit for sick leave. The following provisions apply to earning and use of sick leave:

- An eligible employee shall earn credit for sick leave with full pay at the rate of one work day for each month of service. The amount of leave accumulated at the time when illness or injury begins shall be available in full, and additional leave shall continue to accrue while an employee is using that already accumulated.

³ Staff Note: "Rate of vacation" means the number of vacation days earned in one year.

⁴ Staff Note: For example, Employee A is separating from IBHE and has accrued 50 days of unused vacation leave; the employee's rate of vacation is 22 working days per year. The maximum payout of vacation time for Employee A is no more than 44 days.

- There shall be no limit in the amount of sick leave that may be accumulated.
- An eligible employee may use accumulated sick leave only when the employee is ill or injured or obtaining medical or dental consultation or treatment. Acceptable evidence of disability may be required before allowing the use of sick leave.
- Use of sick leave shall be limited to illness for employee, spouse, and/or children. Exceptions and applications of this policy beyond spouse and children, e.g., members of household, may be granted.
- A former employee who separates in good standing and returns to employment within two years, shall have former accrued sick leave restored unless the time has been used by the State University Retirement System in the final retirement calculation.
- Upon termination of employment for any reason, an employee is entitled to be paid for one-half of unused sick leave that accrued during the period of time from January 1, 1984 through December 31, 1997. Unused and unpaid sick leave may be accepted by another state agency to which an employee transfers subject to certain requirements. The Illinois Board of Higher Education may accept unused and unpaid sick leave accrued for an employee transferring from another state agency, provided the previous employer will furnish the Board with verification of such unused and unpaid sick leave. Under certain circumstances unused and unpaid sick leave may be credited as additional service credit at the time of retirement.

Disability

When an employee cannot perform the duties of the position because of illness, an employee must have established two years of service in the Retirement System to qualify for disability benefits. No minimum service is required if disability results from an accident. In order for disability benefits to commence, an employee must be off the payroll, must have exhausted sick leave benefits, and must have been actually off the job for sixty days. Benefits cannot begin more than 30 days prior to receipt of the application for such benefits made to the State Universities Retirement System. If disability is anticipated to be prolonged, vacation time should also be used before disability benefits begin.

General Leave Policy

Employees may be granted employment leaves, if approved by the Executive Director, without jeopardizing their employment with the Illinois Board of Higher Education. Leave requests shall be documented as appropriate to the type of leave.

Bereavement Leave

Approval with pay will be granted to an employee for a leave of up to three work days for the death of a member of the employee's immediate family, household, in-laws, and/or

grandparents of the immediate family; and of one day for the death of a relative outside the employee's family or household.

Immediate family is defined as: father, mother, sister, brother, spouse and children. In-laws are defined as: mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law.

Jury Duty or Other Court Appearances

An eligible employee shall be granted a leave of absence without loss of pay when called for jury duty or for other court appearances when subpoenaed as a witness. The Illinois Board of Higher Education will pay the salary of an employee on jury duty, and money received for such duties shall be turned in to the Board's Personnel Officer for deposit into the State Treasury.

Administrative Closure

Employees will receive paid leave during administrative closure. The determination to close the office may be made by the Executive Director or his/her designee in two situations.

- 1) The Executive Director or his/her authorized designee may close the office for up to 2 weekdays in response to a natural emergency or for reasons of employees' health and safety, the Board Chair may authorize additional days, when warranted.
- 2) The Executive Director may declare the office will be closed up to 2 additional working days during the period of December 23 through January 2, when the paid leave is justified economically and there is no need for staff members to maintain operations during those times, but only after consulting with the Board Chair. The additional days shall not be Christmas Day and New Year's Day as these are two paid holidays observed by the Board.

(Amended June 5, 2018)

