

SUBJECT: Annual Leave Swap Deadline

Original Issuance Date: December 15, 2014
Last Revision Date: December 23, 2014

1. POLICY PURPOSE:

The purpose of this policy is to establish guidelines relative to when an employee may retroactively change the paid leave type used for an absence and how these changes affect an employee's Income Continuation Insurance (ICI) coverage and premium level.

2. POLICY BACKGROUND:

Under the classified Income Continuation Insurance (ICI) program, an employee's salary and sick leave drive the monthly premium. Every year there is an annual ICI update process that adjusts an employee's premium for the following year. When an employee learns that their ICI premium is increasing due to sick leave usage, the employee may request to change the sick leave used in the prior year for a different type of paid leave. Previously, there has been no enforced deadline to make this change. Leave changes made after the ICI premiums are updated for the new year have created a significant administrative burden. This policy will enforce a deadline to make the leave change in order to streamline administration of the ICI program.

3. POLICY DEFINITIONS:

"Paid leave/leave" means sick leave, vacation, vacation carryover, personal holiday, accrued legal holiday/floating legal holiday, leave in a paid leave bank (ALRA/sabbatical) and compensatory time off credits.

4. POLICY:

- A. A classified employee's sick leave balance, as indicated in HRS, will determine their Income Continuation Insurance (ICI) category. Per the ICI Administrative Manual (ET-1119), chapter 4: "The total accumulation of unused sick leave as credited in the last complete payroll period of the previous calendar year dictates which premium category is used to calculate ICI premium rates and determine eligibility for deferred enrollment." Any adjustments made to an employee's sick leave must be made in HRS on or before January 30th following the calendar year in which the absence occurred. Balance adjustments made after January 30th will not change the employee's ICI premium category for the coverage effective on April 1st of that year.
- B. If an employee initially reports sick leave used for an absence, the employee may later request to use a different leave type for the absence. Each institution will determine what documentation is necessary to change the leave type once it is reported.

- **Classified Employees** – all requests to change the leave type used must be received by the institution no later than January 30th following the calendar year in which the absence occurred.
- **Faculty, Academic Staff and Limited Appointees** – all requests to change the leave type used must be received by the institution no later than November 30th following the end of the fiscal year in which the absence occurred.
- **All** – changes to leave after the deadlines outlined in the policy may be permitted if the changes are associated with a Worker’s Compensation or disability claim.

5. RELATED DOCUMENTS:

- [Managing Absences for a Prior Pay Period \(KB 16880\)](#)
- [Income Continuation Insurance Administration Manual \(ET-1119\)](#)
- [Income Continuation Insurance Employer Bulletins](#)