



FREQUENTLY ASKED QUESTIONS ABOUT GIFT DAYS

What is a gift day?

A gift day is a paid day (use of benefit time is not required) that the University provides to leave benefit eligible employees to be used during the December holiday break (December 27, 28 and 31).

What if I am an essential employee and I must work on December 27, 28, or 31?

Essential employees who are required to work on one of the designated gift days may use the gift days on another day between December 27, 2018 and June 30, 2019, with supervisor approval.

I have requested a sick day for a doctor appointment on 12/27; am I required to use one of the gift days?

Yes, unless you are an essential employee, you must use the gift days on December 27, 28, and 31.

I am scheduled to work on 12/28 and want to use a gift day on another day. What do I need to do?

Please follow your department's procedures for requesting time off and obtain approval from your supervisor.

I am on a block of Family Medical Leave from 12/27/18 - 1/14/19, do I need to use my gift days?

Yes, you are required to use your gift days on December 27, 28 and 31. The days will be paid gift days but will still count towards your FML leave entitlement.

I am currently on leave, am I eligible for the gift days?

You may be; please contact System Human Resource Services at erhr@uillinois.edu or 217-333-2600 to discuss your specific situation.

I am a part time employee, how much gift time can I receive per day?

Gift days are pro-rated based on FTE. For example, if you are an 80% Academic Professional, you would receive 6.4 hours of gift pay per day.

If I call in sick, can I use the gift day?

Only if the sick day occurs on December 27, 28 or 31, the time will be paid as a gift day. If you worked on a gift day, and choose to use it at a later time, gift days must be requested/approved (like a vacation day).

If I'm on probation am I eligible for the gift day?

Yes.

Do Gift Days expire for essential personnel who work on December 27, 28 or 31?

Yes; unused gift days must be used prior to the close of the fiscal year on June 30, 2019.

I was hired after December 31, 2018, do I still have the use of these gift days?

No, you must have been in benefit eligible status prior to 12/27/18 in order to be eligible for the gift days.