

Southern Illinois University Carbondale

Unpaid Administrative Closure (UAC)

Frequently Asked Questions

General

The information presented below is for explanatory purposes only, and is based on the information that is currently known. The University reserves the right to supplement or modify the FAQ's as circumstances warrant.

What is an Unpaid Administrative Closure (UAC)?

An unpaid administrative closure is time off without pay in response to a budgetary shortfall, including delays in state reimbursements. Affected employees must take time off without pay for a period of time designated by the unpaid administrative closure.

What policy governs UAC days?

The SIUC Unpaid Administrative Closure Policy can be found under Policies and Procedures at the following web address, <http://policies.siu.edu/policies/UnpaidAdministrativeClosure.html>.

Who is subject to the UAC days?

The UAC policy covers full and part-time employees who are:

*Faculty / staff not represented by a collective bargaining agreement,
Prevailing wage employees and*

Employees who are represented under the following collective bargaining agreements:

[Graphic Communications International Union local #6-505M](#)

[Service Employees International Union, Local #316](#)

[Teamsters, Local Union #347 \(Drivers Group\)](#)

[Teamsters, Local Union #347 \(Farm and Forest\)](#)

[Murphysboro Typographical Union #217](#)

[Laborers International Union of North America Local 773 \(Grounds\)](#)

[Laborers International Union of North America Local 773 \(Library\)](#)

*Association of Civil Service Employees (ACsE)/IEA-NEA**

*Non-Tenure Track Faculty Association, IEA/NEA**

*Faculty Association, IEA/NEA**

*International Brotherhood of Electrical Workers, Union Local #702 (Broadcast Operators, Broadcast Engineers)**

*International Brotherhood of Electrical Workers, Union Local #702 (Senior Electronic Technician)**
[International Union of Operating Engineers Local #399](#)

**These, and all, collective bargaining union contracts can be found at the Labor & Employee Relations website at <http://laborrelations.siuc.edu/lrcontracts.htm>. Each union contract outlines the specific employment classifications represented under that agreement.*

It should be noted that School of Medicine – Springfield employees and School of Medicine – Carbondale employees are not subject to UAC days.

Will the System’s Office (President’s Office) participate in the UAC days?

Yes.

Who is not subject to the UAC days?

The following are exempted from the unpaid administrative closure:

- *Student hourly paid employees*
Student employees who are scheduled to work but are not required to report during the closure will not be paid; however, supervisors should rearrange work schedules when possible so affected student employees will be able to make up the work time lost.
- *Graduate Assistants*
Graduate Assistants who are scheduled to work but not required to work, will receive their regular pay, but will be required to make up the work hours missed due to the closure day.
- *Undergraduate Assistants*
- *Vince Demuzio Governmental Interns*
- *Housing Residents Assistants*
- *Fellowship/Traineeship Appointments*
- *H1-B Visa Employees*
- *School of Medicine (Carbondale and Springfield Campus)*

Am I required to take an UAC day if I work-off campus?

Yes. Off-campus employees are required to take the unpaid administrative close days.

May I work during the Unpaid Administrative Closure?

No. Employees are not allowed to work on the UAC days. Supervisors may not require, ask or permit employees to work on a UAC day unless they are deemed essential personnel and have appropriate approvals in advance. If an employee is required to work on a day that has been previously designated as an UAC day, the employee will be required to take a different day off with no pay.

Will some employees be required to work on the campus during an UAC days?

Yes. Only Essential Personnel who are deemed critical to protect University property and research, or operate central physical plant functions, with appropriate approvals, will be allowed to work on UAC day.

Can employees donate their time and work on the days that are UAC?

No. Employees may not work on an unpaid administrative closure day.

My appointment is paid partially from state appropriations and partially from local funds (i.e., split funded appointment). Am I subject to the UAC days?

Yes, regardless of source of funding.

What if I am a new hire after the UAC days are in effect?

If you are an employee on the UAC day, you are subject to the UAC policy and guidelines.

Will classes be cancelled or services discontinued during the FY 2011 UAC?

No. Classes will not be cancelled. Only Essential Personnel who are deemed critical to protect University property and research, or operate central physical plant functions, with appropriate approvals, will be allowed to work on UAC days. This individual will work with their supervisor to schedule replacement day.

Will a part-time employee be required to take the same number of unpaid administrative closure days as a full-time employee?

Yes. The target number of unpaid administrative closure days is based on the full-time equivalent salary; however, the daily reduction is based on the percent of appointment. For example; if a 50% employee is required to take 4 days, each unpaid administrative closure day will be equal to 3.75 hours for a 37.5 hour per week employee or 4.0 hours for a 40 hour per week employee, so essentially a 50% employee is required to take 4 part-time days.

Do UAC days have to be taken as full days?

Yes. UAC days have to be taken in accordance with the percentage of your appointment. For example, if you have a 50% appointment, you will be required to take 3.75 hrs of unpaid administrative closure for one day.

What if I am an employee who normally works other than a Monday-Friday schedule and am not scheduled to work on the UAC day(s), will I be required to take another day?

Yes. This employee will be required to take another alternative day off without pay. Replacement date should normally be taken within 2 pay periods of the originally scheduled UAC day.

Can I take an alternate UAC day on a Saturday or Sunday?

Yes. This can be done if this is a part of your regularly scheduled work week.

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Compensation & Leaves

Will I be paid for the Unpaid Administrative Closure days (UAC)?

No. The unpaid administrative closure days are days without pay.

How will the amount of pay reduction be calculated for each closure day taken?

Please note: All rates used in the calculations below will be adjusted based on the employee's full-time equivalency (FTE).

The amount of pay reduction for each administrative closure day will be based on an amount that is equivalent to the employee's daily rate of pay. An employee's daily rate of pay is determined as follows:

Monthly Paid Employees

The daily rate is calculated by dividing the monthly rate by 21.75. For example, the daily rate for an employee with a monthly salary of \$5,000 is \$229.89 (\$5,000 divided by 21.75).*

Semi-Monthly Paid Employees

*The daily rate is calculated by dividing the monthly rate by 163.125** hours and multiplying by 7.5 hours. For example, the daily rate of an employee with a semi-monthly rate of \$1,250 is \$114.94 (\$1,250 multiplied by 2 = \$2,500 per month, \$2,500 divided by 163.125 multiplied by 7.5 hours = daily rate of \$114.94.*

Bi-Weekly Paid Employees

The daily rate is calculated by multiplying the hourly rate by 7.5 hours for a 37.5 hour per week employee or by 8.0 hour for a 40.0 hour per week employee. For example, a bi-weekly paid employee with an hourly rate of \$15.00 who works a 37.5 hour work week would have a daily rate of \$112.50 (\$15.00 multiplied by 7.5 hours.)

**Average number of days worked per month.*

***Average number of hours worked per month.*

When can I expect to see the salary reduction reflected on my pay check?

The salary reduction will be reflected on the pay check that covers the pay period where an UAC day has been taken.

Can I work additional hours to offset the loss of pay caused by the Unpaid Administrative Closure?

No. Working additional hours during the week of the UAC to make up lost pay caused by the UAC day is prohibited unless approved by the department head based on the operational needs of the unit. Please refer to the campus UAC policy for guidelines specific to students and graduate assistants.

Can I receive unemployment benefits to cover the loss of compensation due to the UAC?

Based on state and federal unemployment guidelines, it is not likely that any employee will be eligible to receive unemployment benefits as a result of the UAC.

Can employees donate their salary to the University for specified days and be eligible for a charitable contribution in lieu of taking UAC days?

No. Employees are required to take the designated number of UAC days required by the University.

Can I take vacation leave or sick leave on a designated UAC day?

No. A UAC is a day without pay.

What if I already submitted a vacation and/or sick leave request for a designated UAC day?

If you are subject to the UAC days, you will still be required to take the day without pay. Vacation and/or sick leave will not be charged against your accumulated balances.

If a UAC day falls the day before or the day after a holiday, will I still be paid for the holiday?

Yes, as long as the UAC day was designated by the University, or in the case of essential personnel, approved in advance.

What if I am on an approved leave of absence under the Family & Medical Leave Act (FMLA) or other approved paid leave during this UAC period?

If you are on a paid FMLA or other leave of absence, all UAC days designated by the University will apply and you will be expected to take the days unpaid.

Can I take off two days together; for example, vacation before or after a UAC day?

Yes, subject to supervisory approval.

What if an employee is scheduled to travel for University business on a UAC day?

Every effort to schedule University travel on non-designated UAC days should be made. However, if University travel is essential, you must take an alternate UAC day if approved.

I am an exempt employee. During the week I take a UAC day, am I required to track my time for that work week?

Yes, exempt employees must report all time worked during the week in which an UAC day is designated (or taken), and must not work more than 30 hours during any work week in which an UAC day is designated. If a holiday occurs during the same week as an UAC day, hours paid for holidays are considered hours worked for these purposes.

How is a 'work week' defined for this purpose?

Generally, a work week is defined as Sunday through Saturday.

Should the department representative report UAC days on the fringe benefit reports?

No.

Additional FAQ's for Essential Personnel

May I designate a holiday (e.g. Dr. Martin Luther King, Jr. holiday) as a UAC day?

No.

Does my supervisor have to approve when I take my replacement UAC day?

Yes. The immediate supervisor must pre-approve the requested replacement date, and is subject to the approval of your department head or dean, as well as the appropriate Vice Chancellor area. If you are required to work on a designated UAC day, the Essential Personnel Request may be found at the following location: <http://eforms.siu.edu/siuforms/info/hro1084.html>.

May I take leave in partial days or does it have to be in full day increments?

UAC days must be taken in full day increments.

Can I take more than one (1) UAC day in the same pay period?

Yes, with supervisor approval.

Can I take a UAC day before or after a University designated holiday?

Yes, subject to the approval of the immediate supervisor.

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Health Benefit Plans

Will the UAC days impact my state health plan coverage?

No. The UAC days will NOT impact an employee's employer-paid health benefit coverage.

Will the UAC days impact my state group life insurance coverage?

No. The UAC days will NOT impact state group life insurance coverage. In addition, the amount of the benefit for basic and optional life insurance will not be impacted.

Will the UAC days impact my state accidental death & dismemberment (AD&D) insurance coverage?

No. The UAC days will NOT impact deductions for state AD&D insurance contributions or coverage. In the event an employee does not have sufficient pay to cover regular deductions, the missed deductions will be taken from a future paycheck.

Will the UAC days impact my state long-term care insurance coverage?

Premiums for the state long-term care insurance plan are paid directly to MetLife. As such, long-term care insurance will not be affected by the UAC days, provided the employee continues to pay the required premiums.

Will the UAC days impact my University supplemental term life insurance and AD&D insurance coverage (ING Relia-Star)?

No. The UAC days will NOT impact deduction for University supplemental term life insurance and AD&D insurance. In the event that an employee does not earn sufficient pay to cover regular deductions, the missed deductions will be taken from a future paycheck.

Will the UAC days impact my University supplemental long-term disability (LTD) insurance coverage (Prudential)?

No. The UAC days will NOT impact your LTD benefits.

Will the UAC days impact my Flexible Spending Account(s) (MCAP and/or DCAP)?

No. The UAC days will not impact deductions for Flexible Spending Account(s). In the event that an employee does not earn sufficient pay to cover regular deductions, the missed deductions will be taken from a future paycheck.

Will I continue to accrue sick and vacation days while on a UAC day?

Yes. Employees will continue to accumulate sick and vacation leave at their same rate.

Southern Illinois University Carbondale Unpaid Administrative Closure (UAC) Frequently Asked Questions

Retirement and Supplemental Retirement Accounts (403b & Deferred Comp)

Will the UAC days impact the amount I contribute to my Supplemental 403(b) Retirement Plan and/or the State of Illinois Deferred Compensation Plan (457)?

During a period in which an UAC day is taken, deductions will continue at the elected rate based on the actual salary earned. Flat deduction amounts will be taken provided there are sufficient earnings to cover the deduction. Percent deductions will be taken as a percentage of the actual earnings. No contributions will be taken during a pay period in which there is insufficient pay to cover the regular deductions.

May I pay SURS the employee contributions on the salary I forfeited during the UAC days to receive credit for the lost pay?

Yes. SURS has determined that UAC days, as outlined in the SIUC campus policy, will be allowed for employee's to make up the contributions which would otherwise not be made during UAC days in accordance with SURS Statutes [40 ILCS 5/15-113.11]. Please note:

- *The UAC days must have occurred beginning on or after July 1, 2009, and ending on or before June 30, 2011.*
- *The employee must apply in writing to SURS. The application must also include the employer information pertaining to each UAC day. The employer section should be completed by the appropriate Human Resource representative.*
- *The completed application must be received by SURS (postmarked) no later than December 30, 2011.*

Are employees required to make up SURS contributions?

The decision to make up contributions to SURS is entirely voluntary. It is solely the employee's decision based upon his or her unique retirement needs. Payments may be made now or later, however, the initial application must be submitted no later than December 30, 2011, and all payments must be completed prior to an employee's retirement or death.

What is the potential impact on SURS Benefits if Contributions are not made?

SURS has posted information on their website that specifically addresses this issue. The following information has been taken from the SURS website. Additional information can be found by logging onto the SURS website at www.surs.org.

*The following examples assume the employee is eligible for **both the General Formula and the Money Purchase calculation**. The Money Purchase calculation is not available to participants hired on or after*

July 1, 2005. The following examples are for illustrative purposes only and apply to employees in the Traditional and Portable Plans. For employees enrolled in the Self-Managed Plan, the forfeiture of earnings will impact the value of the member's account; see section below specific to Self-Managed Plan.

Please note: For those employees who are eligible for both the General Formula and the Money Purchase calculation, your SURS retirement benefit will be the greater of the two calculations; therefore, the impact on the UAC days depends on which formula will produce the greater benefit.

- **General Formula** – Under the General Formula, the benefit is based on the employee's service and earnings. Therefore, if the UAC day is not part of the employee's Final Rate of Earnings (FRE) period, the loss of earnings does not impact the employee's annuity. If the UAC day is part of the employee's FRE period, a quick way to estimate the impact on the annuity is to determine the amount of earnings the employee will forfeit (daily rate X number of UAC days), divide that number by 48 (number of months in the FRE period), and then multiply it by the percentage that represents the number of years of service the employee has multiplied by 2.2%. If the employee is under age 60, an age reduction may apply.

Example: An employee has to take 4 UAC days. The employee's daily rate is \$100, so the employee will forfeit \$400 in earnings. Assume the employee is age 60 at retirement and has 25 years of service credit.

$$\$400 \div 48 = \$8.33$$

$$25 \text{ years} \times 2.2\% = 55\%$$

$$\$8.33 \times 55\% = \$4.58$$

Under the General Formula, the forfeiture of \$400 in earnings results in a decrease in the annuity of \$4.58 per month, or \$54.96 annually.

See **General Formula Calculator** on the SIUC Human Resource website at <http://www.siu.edu/~humres/> to provide you with a tool to calculate what your decrease would be under the General Formula.

- **Money Purchase** – Under the Money Purchase calculation, the UAC will impact the employee's annuity but the amount depends upon how close the employee is to retirement. Under this calculation, the closer the employee is to retirement, the less the UAC will impact the annuity. Using the example above, assume the UAC was during the last year before the employee retired. To calculate the impact on the employee's annuity, the normal retirement contributions for the UAC day must first be determined. This is done by multiplying the total earnings forfeited by 6.5% The result is then multiplied by 2.4* to account for the employer matching contributions and then divided by the appropriate age factor based upon the employee's age at retirement.

$$\$400 \times 6.5\% = \$26.00$$

$$\$26.00 \times 2.4 = \$62.40$$

$$\$62.40 \div 119.521 = \$0.52$$

Under the Money Purchase calculation, the forfeiture of \$400 in earnings results in a decrease in the annuity of \$0.52 per month, or \$6.24 per year.

**When making contribution for the UAC day(s), the employee also pays the employer normal cost. The rate used in the UAC calculation to determine the employee normal cost due is set on a fiscal year basis. The rate used in the Money Purchase calculation is set by law and does not change. As these factors are set through different processes, they are not the same. See below for an explanation of the calculation of the employer normal cost.*

How are the Contributions and Interest Amounts Due for UAC Days Calculated?

To make up contributions for UAC days employees must pay the employee contributions and the employer normal cost plus applicable interest.

- **Employee Contributions** – *The basic formula for computing the amount of employee contributions due for each UAC day is based on the employee’s daily rate of pay. The daily rate of pay is multiplied by the applicable contribution rate (8% for staff/academic employees and 9.5% for police/fire employees) to obtain the employee contribution cost for each UAC day.*

For example: If the employee’s daily rate is \$100, then the employee contribution cost for each day would be \$8.00 ($\$100 \times 8\%$).

- **Employer Normal Cost** – *The basic formula for computing the amount of employer normal cost due for each UAC day is based on the employer contribution rate, which is set on a fiscal year basis (July 1 – June 30). Under the Traditional and Portable Plan, the rate for FY2011 is 10.14%. Under the Self-Managed Plan, the rate is currently set at 7.1%. The employee’s daily rate of pay is multiplied by the employer normal cost rate to obtain the employer normal cost for each UAC day.*

For example: If the employee’s daily rate is \$100, then the employer normal cost for each UAC day would be \$10.14 ($\$100 \times 10.14\%$).

- **Interest** – *If the employee makes up the SURS contributions within the same fiscal year (July 1 – June 30), **additional** interest will not apply. If the employee defers the option to make up the SURS contributions at a later date, the amount due at the time of payment will include applicable interest on the make-up contributions. Interest on the contributions will be compounded based on the SURS actuarially assumed rate of interest up through the date of payment. The actuarially assumed interest rate through June 30, 2011, is currently set at 8.5%.*

For example: During FY2011 (July 1, 2010 – June 30, 2011) the employee incurred four UAC days at \$100 per day. If the employee and employer contributions were received by SURS prior to June 30, 2011, the employee would not incur any interest. However, if the employee defers payment of the contributions until a later day, interest will apply at the applicable rate. For example, if payment for a \$100 UAC day was deferred until FY2012 (July 1, 2011 – June 30, 2012), additional interest will accrue on a monthly basis. Using the assumption that the interest rate will remain at 8.5%, the interest due for a payment made in December 2011 would be approximately \$0.77 ($\8.00 contribution + $\$10.14$ employer normal cost \times the factor for 6 months of interest at 8.5% = $\$0.77$ in interest.)

Summing it Up!

If an employee wants to make up missed contributions for one UAC day totaling \$100, the approximate cost will be:

<i>Employee Contributions:</i>	$\$100 \times 8.0\%$	<i>=</i>	$\$8.00$
<i>Employer Normal Cost:</i>	$\$100 \times 10.14\%$	<i>=</i>	<u>$\\$10.14$</u>

*If contributions are made prior to June 30, 2011 = **\$18.14***

Please refer to the spreadsheet calculator on the Human Resource website to estimate the total amount to make up contributions for a UAC day.

Self-Managed Plan (SMP)

Contributions are made to an individual account on behalf of a participant under the SMP. The employee contributes an amount equal to 8.0% of his or her gross salary each pay period and the state contributes an amount equal to 7.1% of the employee's gross salary each pay period to the plan. The participant's benefit from the plan is equal to the value of his or her plan account upon distribution.

An employee who takes an UAC day will not receive salary for those days. As a result, the amount of contributions made to his or her SMP account will be reduced in direct proportion to the reduction of gross salary for that pay period. The employee will also lose the corresponding compounding interest over the course of their career on the missed contributions.

Will the UAC days impact the amount of my SURS disability benefits?

An employee will receive the greater of: (1) 50% of his or her base salary on the date the disability begins or (2) 50% of the employee's earnings for the 24 month period prior to the date of disability. To the extent that an employee's disability benefit would be based on earnings for the 24 month period prior to the date of disability, an UAC day will reduce earnings and thus reduce the disability benefit.

What is the Process for Making SURS Contributions?

SURS has developed the following process for employees to make up their missed contributions:

- 1. Employees interested in making contribution for UAC days should complete Part 1 of the "Special Application to Make Contributions for Furlough Days" form. This form can be obtained by calling SURS at 800-375-7877 or visiting the Human Resource Benefits Office at 805 S. Elizabeth St. It can also be accessed at http://www.surs.org/pdfs/furlough_Application.pdf, or on the Human Resource website at <http://www.siu.edu/~humres>.*
- 2. After Part 1 of the form is completed and signed, the form should be forwarded to HR Employee Benefits, 805 S. Elizabeth St., Mail Code 6520.*
- 3. The appropriate Human Resource representative will complete the employer section (Part 2) of the application.*
- 4. SIUC Human Resources will forward the completed application to SURS.*
- 5. The completed form must be submitted to SURS NO LATER than December 30, 2011. SURS will accept postmarks on or before December 30, 2011, as well as faxed completed applications.*
- 6. Upon receipt of the completed application, SURS will compute the cost for the reported UAC day based on the official information supplied by SIUC Human Resources.*
- 7. A letter will be sent to the employee providing the amount due. The letter will include the necessary paperwork for making payments using either before-tax or after-tax dollars.*
- 8. SURS will mail a receipt to the employee confirming the posting of the funds once full payment is received.*

If you have further questions, you may contact Employee Benefits at 453-6668 for further guidance.

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Payroll

How will Unpaid Administrative Closure days be reported to the department?

- *For monthly and semi-monthly paid employees, a negative dollar amount per assignment will be reported on the Fiscal Officer Certification in a separate column labeled "UAC."*
- *For bi-weekly paid civil service employees, only actually hours worked and gross earned will appear on the Fiscal Office certification.*

Will employees be required to complete an Absence Request for Unpaid Administrative Closure Days?

Employees are not required to fill out an Absence Request for Unpaid Administrative Closure days. Unless the employee has been approved as Essential Personnel, no forms are needed from the employee to report the Unpaid Administrative Closure taken.

How will Unpaid Administrative Closure days be reported on the employee's Statement of Earnings?

- *For monthly and semi-monthly paid employees, a negative gross pay amount equal to the Unpaid Administrative Closure day will be reported as "Unpaid Closure" on the pay period which includes the Unpaid Administrative Closure day taken. For example, if an employee takes an Unpaid Administrative Closure day on November 24, 2010, the "Unpaid Closure" reduction will appear on their Statement of Earnings for the December 1, 2010 pay day (which covers the November 16 – 30, 2010 pay period).*
- *For bi-weekly paid employees, gross pay will be reported based on actual hours worked. Therefore, the statement of earnings for a bi-weekly paid employee will not include any reference to Unpaid Administrative Closure days taken.*

How will unpaid administrative closure days be reported on employee timesheets and/or time transmittals?

- **Bi-weekly Employee-Non-exempt**
Departments submitting timesheets for non-exempt employees will report each employee's actual time worked as usual. In addition, Unpaid Administrative Closure time will be reported on the time transmittals as POSITIVE hours using a "Key Code" of 70 (CS UAC Hrs).
- **A/P or Civil Service Employee-Exempt**
Unpaid Administrative Closure days should be recorded as "Other Absence Without Pay" on timesheets submitted by exempt employees to their supervisors.
- **Semi-monthly Employee- Non-exempt**
Unpaid Administrative Closure days should be recorded as "UAC" on timesheets submitted by non-exempt employees to their supervisors.