

UAFT DISABILITY LEAVE BANK (DLB) USAGE PROCEDURES

UAFT faculty members are eligible to participate in the UAFT Disability Leave Bank (DLB). A faculty member may withdraw a maximum of ninety (90) days for any one (1) disability or complications therefrom. The UAFT DLB Administration Committee may, upon agreement, permit a faculty member to withdraw more than ninety (90) days in special circumstances.

EMPLOYEE

1. Request a UAFT DLB Application for Withdrawal from your Regional Personnel Office.
2. Complete the top half of the form; sign the form; then return it to your Regional Personnel Office. If you are unable to personally complete the application, it may be completed by your office manager, cost center, academic dean or director.
3. Check with your Regional Personnel Office for the actual start date of your DLB use. When you begin using sick leave from the UAFT DLB, complete your timesheet with the earnings code 560.

Note: Because employees accrue sick leave while using UAFT DLB hours, all DLB hours entered on a timesheet will be adjusted by the Regional Payroll Office for current sick leave accruals.

REGIONAL PERSONNEL OFFICE

1. Ensure a supply of UAFT DLB Applications are available to eligible employees.
2. When a completed, signed DLB Application for Withdrawal is received, you must:
 - Enter the date of the last full day faculty member has used regular sick leave.
 - Enter the date DLB usage will begin. If the faculty member has a partial day of sick leave, it will be included here.
3. Once this information is entered, sign the Application for Withdrawal where appropriate. Keep a copy in the employee's medical records file, make a copy for the applicant, and fax or send one copy to the Statewide Office of Labor and Employee Relations, in Fairbanks (fax 907-450-8231). Forward the Application for Withdrawal to the Regional Payroll Office.

REGIONAL PAYROLL OFFICE

1. Upon receipt of an UAFT DLB Application for Withdrawal, create a payroll medical records file for that employee. Retain the application and any information pertinent to their use of DLB hours in it.
2. When a timesheet is received from the employee, verify the correct earnings code of 560 has been used for UAFT DLB hours. Sick leave accrued in a pay period must be taken, using the usual sick leave taken earning code of 550, before determining the amount of DLB hours taken in this the appropriate pay period.

Regional Payroll Offices have the authority to adjust timesheets to allow for current sick leave accruals to be taken first.

For example: if an employee submits a biweekly timesheet with 80 hours of UAFT DLB hours, the manual entry would reallocate 4.62 of those hours to sick leave. This will ensure that all sick leave is used prior to the use of UAFT DLB hours.

Note: An employee must have exhausted all their sick leave to access the UAFT DLB, but not all their annual leave, although very few UAFT accrue annual leave.

3. Track the usage of UAFT DLB hours on the Application for Withdrawal form until the allocation of DLB hours are either exhausted or discontinued.
4. Once the DLB hours are either exhausted or discontinued, sign the Application for Withdrawal where appropriate. Place the completed form in the employee's medical records file.