Illinois Human Resources
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

FLEX-YEAR ACCEPTANCE FORM

The position for which you have accepted employment is a flex-year appointment. Some special employment conditions apply to these appointments:

1. Flex-year appointments are those that divide the twelve-month year into two pre-specified periods: a work period and a non-work period. The work period plus the non-work period must total twelve (12) months.
2. The work period is a single block of time within a 12-month period, which must cover a time span sufficient to allow the employee to take vacation during the work period.
3. A position established as a flex-year appointment is expected to continue indefinitely without significant change in the ratio of work to non-work periods.
4. Vacation, sick leave, service time and seniority are earned during the work period only. Employees in flex- year appointments are eligible for holiday pay only for the holidays that occur during the work period.
5. Insurance coverage continues during the non-work period. However, the percentage of the State paid coverage depends on the length of the non-work period and its relationship to the academic year.

    - For benefit purposes, employees whose non-work period is three months or less *and* falls *only* between June 1 and August 31 *and* is directly tied to the academic summer break are considered "academic year non-faculty" by the State of Illinois. During the non-work period, employees are billed by Central Management Services for the member portion of the premium normally deducted from their paychecks. If the employee does not pay these premiums, coverage ceases.

    - For benefit purposes, employees whose non-work period begins or ends between September 1 and May 31, and for those with less than a nine-month Flex year appointment are considered "part time seasonal workers" by the State of Illinois. These employees are benefits eligible based on the percentage of time they work over a twelve-month period. For example, an employee who has a nine-month flex year appointment is eligible for 75 percent of the state paid portion of the insurance premium. The employee must pay the remainder of this premium as well as the usual member portion of the premium. "Part time seasonal workers" pay the same prorated share during their work and non-work periods. However, these employees may waive insurance coverage during the non-work period.

    Flex-year employees should contact the Benefits Center prior to the non-work period to verify their address and discuss coverage options.

6. Employees in positions that are changed to or from flex-year appointments cannot be coerced into accepting such appointments and will be entitled to exercise their seniority rights if such a change is made.
7. A flex-year employee may not accept extra help employment (either within or outside the employing unit) during the non-work period.

My signature verifies that I have read, understand and have received a copy of this form.

Employee Name: _____ UIN: _____ Date: _____
C.S. Title: _____ Dept. _____

_____ _____

Employee Signature Dept. Authorization

THIS FORM MUST BE SIGNED AND RETURNED FOR PAYMENT TO BE ISSUED Return to: Illinois Human Resources- Processing & Records-Civil Service., 52 E. Gregory, and MC-56