EST Reimbursement Eligibility

Under certain circumstances, departments are eligible for reimbursement of an employee's salary paid during extended sick time (EST). To be eligible, the following criteria must be met:

- The employee's medical leave must be for their own illness and must be approved by The Hartford in accordance with Northwestern's EST policy.
- The department is responsible for paying salary during the 5-workday waiting period prior to the start of EST.
  - Per EST policy, if an employee returns from and approved EST and leaves again on another approved EST within 90 days, the 5-day waiting period is not required.
- Requests for salary reimbursement for monthly-paid employees must be submitted **within 90 days of the employee's leave start date.**

Process for <u>Biweekly</u> Employees

No action is required by a department for reimbursement of a biweekly employee's EST.

- Biweekly paid employees are automatically coded in Kronos as "EST" when leave is approved by The Hartford
- After the 5-workday waiting period, all EST salary will be directed to the Extended Sick Pool chartstring automatically

Process for <u>Monthly</u> Employees

Because monthly employees do not submit hours worked in Kronos, manual journals must be entered to redirect EST salaries to the Extended Sick Pool.

- The employee's monthly salary will be charged as usual to the funding accounts specified in myHR's Position Funding
- The department must enter a Payroll Journal in myHR to recover salaries, redirecting charges to the Extended Sick Pool chartstring: **120-1130001**
- Journals must be entered within 90 days of the start of leave, and may be entered in stages for leaves over 90 days long
- All other payroll journal entry rules and deadlines apply; for more information, refer to the instructions and training for HRS102: myHR Deployed Funding.

Monthly Employee Example

A monthly staff member was on approved medical leave from July 6-July 24, 2015.

- The 5-workday waiting period (July 6-10) is the department's responsibility
- The department may submit a payroll journal to recover the remainder of the salary for July 13-24 -- 10 work days.

1.	Wait for July's paycheck to process and appear in myHR.
2.	Determine the amount of salary eligible for reimbursement; for example:

Monthly Comp Rate:	$6272.79
Work Days in July 2015:	23
Daily Comp Rate for July:	$6272.79 ÷ 23 = **$272.73**
Days Eligible for EST Reimbursement:	10
Total Eligible Amount:	$272.73 x 10 = **$2727.30**

3.	Any Deployed Funding user may log into myHR to complete the journal entry: ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ENTER JOURNALS > ENTER JOURNALS
4.	Follow the normal rules for entering a Journal (see HRS102 documentation), using this information: • **Description:** EST Reimbursement • **From/Through Dates:** Eligible Leave Dates, *not* including the 5-day waiting period • **Credit** the originally-charged department or grant account(s), using a negative number • **Debit** the eligible salary from the EST Pool: 120-1130001 *In this example:* Credit $2727.30 to your account(s), charging it to 120-1130001
5.	**Submit** the journal entry, which will flow through the normal approval process in myHR.