



**ILLINOIS STATE
UNIVERSITY**
Illinois' first public university

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Provost of the University**

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January 26, 2024

College Deans: Heather Dillaway, Tom Keyser, Dallas Long, Chad McEvoy, Todd McLoda, Catherine Miller, Jean Miller, Ajay Samant

Re: Operationally Necessary Job Responsibilities of Instructional Faculty

Dear Deans:

On January 1, 2024, Illinois State University began offering employees Personal Plus Time (PPT) pursuant to the Paid Leave for All Workers Act (Act). Under the Act, PPT may only be declined when *operationally necessary*. To inform supervisors regarding usage of this new benefit, this memo includes an initial list of operationally necessary instructor duties. Requests to use PPT that would interfere with or prevent performance of these duties should be declined. As this is a new state law and we are in the early stages of implementation, additional discussions about how this law impacts our instructors and institutional operations will be ongoing and may lead to modifications of the duties listed.

Examples of Operationally Necessary Instructor Duties:

- Course Instruction
 - Policy 3.1.52, Personal Plus Time, requires instructors to alert their Chair/Director at least 7 days prior to the requested time or, as soon as possible in the event of an emergency. A discussion with the instructor about how learning objectives will be achieved during the absence should occur, similar to utilizing the PERS 943 form "*Faculty Notice of Absence from Scheduled Duties*." If learning objectives would not be achieved during the absence, the use of PPT will not normally be approved.
 - Use of PPT during finals week will not normally be approved.
- Grade Reporting
- Supervision of Students While Off-Campus (e.g., study abroad and other off-campus experiences)

Note: Time reporting – All employees including instructors are responsible for the timely submission of a timesheet in iPeople reflecting PPT benefit time taken.

Sincerely,

A handwritten signature in black ink, appearing to read "Ani Yazedjian".

Ani Yazedjian, Ph.D.

Acting Vice President for Academic Affairs and Provost

cc: Dr. Craig Gatto, Associate Vice President for Academic Administration
Janice Bonneville, Associate Vice President & Chief Human Resources Officer