

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 Biweekly 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 Monthly 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.

Over for Monthly Employee Example →

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: <table border="1" style="margin-left: 40px;"> <tr> <td>Monthly Comp Rate:</td> <td>\$6000.00</td> </tr> <tr> <td>Work Days in July 2015:</td> <td>22</td> </tr> <tr> <td>Daily Comp Rate for July:</td> <td>$\\$6000 \div 22 = \\272.73</td> </tr> <tr> <td>Days Eligible for EST Reimbursement:</td> <td>10</td> </tr> <tr> <td>Total Eligible Amount:</td> <td>$\\$272.73 \times 10 = \\2727.30</td> </tr> </table>	Monthly Comp Rate:	\$6000.00	Work Days in July 2015:	22	Daily Comp Rate for July:	$\$6000 \div 22 = \272.73	Days Eligible for EST Reimbursement:	10	Total Eligible Amount:	$\$272.73 \times 10 = \2727.30
Monthly Comp Rate:	\$6000.00										
Work Days in July 2015:	22										
Daily Comp Rate for July:	$\$6000 \div 22 = \272.73										
Days Eligible for EST Reimbursement:	10										
Total Eligible Amount:	$\$272.73 \times 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: <ul style="list-style-type: none"> • Description: EST Reimbursement • From/Through Dates: Eligible Leave Dates, <i>not</i> 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 <p><i>In this example: Credit \$2727.30 to your account(s), charging it to 120-1130001</i></p>										
5.	Submit the journal entry, which will flow through the normal approval process in myHR.										

