



<b>CHAPTER 2</b>	<b>SECTION NO.</b>
College Personnel – Administrators	2.01
<b>REFERENCE</b>	<i>Adopted: October 12, 2010</i>
2.01.03 Administrators Benefits	<i>Reviewed: September 14, 2010; November 12, 2013; May 13, 2014; December 13, 2016; February 14, 2017; August 13, 2019; April 13, 2021, April 11, 2023, June 13, 2023; February 13, 2024</i>
	<i>Revised: November 12, 2013, May 13, 2014; December 13, 2016; February 14, 2017; August 13, 2019; April 13, 2021, April 11, 2023, June 13, 2023; February 13, 2024.</i>

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Vacation, sick and personal leave accrue on a monthly basis. Employees are eligible to “borrow” against these leaves in advance of their accrual throughout the current fiscal year. Benefits listed below will be pro-rated for any administrator working less than 2080 hours per fiscal year. Upon separation from employment employees are responsible for the reimbursement of any borrowed paid time that has not been accrued employees are responsible for the reimbursement of any borrowed paid time (other than personal) that has not been accrued.

<b>LEAVES (at 100% fte)*</b>		
<b>Benefit</b>	<b>Eligibility</b>	<b>Benefits Received</b>
<b>SICK*</b>	Upon Employment	15 sick days per fiscal year (5 of which can be used as personal days); accumulated to a maximum of 220 days for employees with less than 15 years continuous service and 365 days for employees with 15 or more years of continuous service.
<b>PERSONAL</b>	Upon Employment	See Board Policy 2.13.19.06 Personal Leave
<b>BEREAVEMENT</b>	Upon Employment	See Board Policy 2.13.19.01 Bereavement Leave

<b>VACATION (at 100% fte)*</b>	
<b>Years of Completed Service</b>	<b>Days Accumulated</b>
(Senior Leadership Team Members)	24 days - Fiscal Year (July 1 through June 30)
(Non-Senior Leadership Team Administrators)	21 days - Fiscal Year (July 1 through June 30)
Senior Leadership Team Members & Non-Senior Leadership Team Administrators)	Unused vacation days may be carried over from year-to-year up to a maximum of 20 days. Upon approval by the President, a payout may be requested for any additional unused vacation time up to a maximum of 10 days per year. The approved request for Vacation Payout Form must be submitted to Human Resources between May 15 <sup>th</sup> and June 1 <sup>st</sup> in order to receive a payout for the current fiscal year. An approved payout will be on the employee’s end of the month payroll in June of the current fiscal year. Earned and unused vacation time in excess of the carryover and payout limits or those without the appropriate approvals, would be forfeited.
Contract less than 12 months	Pro-rated



<b>HOLIDAYS (at 100% fte)*</b>		
<b>Benefit</b>	<b>Eligibility</b>	<b>Benefits Received</b>
<b>HOLIDAYS</b>	Upon Employment	13 holidays; Independence Day, Labor Day, Day Before Thanksgiving, Thanksgiving Day, Day After Thanksgiving, Christmas Eve Day, Christmas Day, New Year’s Eve, New Year’s Day, Martin Luther King Day, Spring Friday, Memorial Day, Juneteenth

<b>FLOATING HOLIDAYS (at 100% fte)*</b>		
<b>Benefit</b>	<b>Eligibility</b>	<b>Benefits Received</b>
<b>FLOATING HOLIDAYS</b>	Upon Employment	Three (3) ‘floating holidays’ to be applied to the holiday period in late December, (between the observation of the Christmas holiday and New Year’s holiday). If the College elects to ‘close’ campus during this period, these days would automatically be applied to this period and any eligible, benefited, employee would receive compensated time off during this closure. If the College elects not to close during this period; those days would be available for use by any eligible, benefited, employee for use during the period following the New Year’s Day holiday and June 30. Any unused floating holidays will accumulate as vacation days as of June 30 each year, subject to any limitations on accumulation of vacation days set forth by Board policy.

<b>INSURANCE (at 100% fte)*</b>		
<b>Benefit</b>	<b>Eligibility</b>	<b>Benefits Received</b>
<b>MEDICAL</b>	Upon Employment	Medical, Dental, Vision
<b>BASIC LIFE</b> (Senior Leadership Team Members)	Upon Employment	Effective July 1, 2023, equal to \$50,000 or the Senior Leadership Team Administrator may elect one and one-half times their base annual salary (maximum of \$200,000). Employee is responsible for any tax implications.
<b>BASIC LIFE</b> (Non-Senior Leadership Team Administrators)	Upon Employment	Effective July 1, 2023, equal to \$50,000 or the Non-Senior Leadership Team Administrator may elect one and one-half times their base annual salary (maximum of \$200,000). Employee is responsible for any tax implications.

<b>RETIREMENT</b>		
<b>Benefit</b>	<b>Eligibility</b>	<b>Benefits Received</b>
State Universities Retirement System	Upon Employment	Mandatory deduction of 8% (pre-tax) contributed to the plan of your choice

*Members of the President’s Senior Leadership Team receive the benefits identified above as Senior Leadership Team Member administrators. Any exceptions to the above listed Administrator benefits (including payouts or carryover limits) would require written approval by the Board of Trustees and/or the College President. This policy shall apply to all administrators, including the President, unless specific benefits are specified in the President’s employment contract, in which case the contract supersedes.*