CHAPTER 2 College Personnel – Administrators	**SECTION NO.** 2.01
REFERENCE 2.01.03 Administrators Benefits	*Adopted: October 12, 2010*
	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; November 10, 2026
	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; November 10, 2026

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.

LEAVES (at 100% fte)*		
Benefit	**Eligibility**	**Benefits Received**
SICK*	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.
PERSONAL	Upon Employment	See Board Policy 2.13.19.06 Personal Leave
BEREAVEMENT	Upon Employment	See Board Policy 2.13.19.01 Bereavement Leave

VACATION (at 100% fte)*	
Years of Completed Service	**Days Accumulated**
(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 the employee's annual accrual limit. Vacation exceeding the carryover limit will be forfeited. With a 12-month notice of retirement, accrued vacation may be used prior to the employee's final retirement date or paid out if eligible.
Contract less than 12 months	Pro-rated

Kishwaukee College Board of Trustees Policy Manual – 2.01.03 (Administrators Benefits - Page 2 of 2)

Benefit	Eligibility	Benefits Received
HOLIDAYS	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

FLOATING HOLIDAYS (at 100% fte)*		
Benefit	**Eligibility**	**Benefits Received**
FLOATING HOLIDAYS	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.

INSURANCE (at 100% fte)*		
Benefit	**Eligibility**	**Benefits Received**
MEDICAL	Upon Employment	Medical, Dental, Vision
BASIC LIFE (Senior Leadership Team Members)	Upon Employment	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.
BASIC LIFE (Non-Senior Leadership Team Administrators)	Upon Employment	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.

RETIREMENT		
Benefit	**Eligibility**	**Benefits Received**
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.