

DIVISION	REFERENCE NO.
II. College Employees	2.5.1 (1)
CATEGORY	DATE
2.5 Fringe Benefits	Adopted 1980 Edited 1982 Revised 9/92, 6/93, 1/94, 7/94, 5/98, 10/99, 7/00, 6/01, 6/04. 5/06, 6/07

2.5.1 FULL-TIME ADMINISTRATORS AND FULL-TIME PROFESSIONAL STAFF

The following benefits shall be granted to all full-time administrators and professional staff:

- *Vacation 20 days per year, with carryover earned, not taken, vacation into subsequent fiscal years up to 240 hours (30) days
- NEW *Sick Leave 20 days per year accumulative up to maximum of 420 days
Sick leave shall mean personal illness; quarantine at home; serious illness or death in the immediate family; or medical, dental or other recognized licensed medical practitioner appointments for employee or eligible dependent(s) with prior approval from the supervisor.
- ***Holidays 14 days per year; plus after 5 years, 1 additional floater holiday per fiscal year
- *Personal Leave 3 days per year, (unused days are added to cumulative sick leave)
- Bereavement Leave 3 days per immediate family member + 1 additional if needed (if 5 or more days are needed, sick, personal leave or vacation days may be used)
- **Parental Leave 1 year maximum (up to 30 workdays earned paid time off, including the provisions under the Family and Medical Leave Act; remainder at no pay). Request for leave must be submitted no later than 120 calendar days prior to anticipated delivery.
- Medical Insurance Yes
- Dental Insurance Yes
- Prescriptions Yes, at current rate of employee payment
- Tax-Sheltered Health Expenses Yes, Flex plan 125 – calendar-year basis

DIVISION		REFERENCE NO.	
II.	College Employees	2.5.1 (2)	
CATEGORY		DATE	
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		Edited	1982
		Revised	9/92, 6/93, 1/94, 7/94, 5/98, 10/99, 7/00, 6/01, 6/04. 5/06, 6/07

Life Insurance	Yes, \$10,000 over Annual Base – Minimum \$30,000
Tuition Waiver	Yes
Sabbatical	Yes, with Board approval
Professional Dues	Yes

* 10-month positions are pro-rated

** Board approval (Health and Life Insurance paid by employee if coverage is desired)

*** Holidays: Birthday	Independence Day	Day after Thanksgiving	New Year's Day
	Labor Day	Day before Christmas	Martin Luther King Jr's
	Memorial Day	Christmas	Abraham Lincoln's Birthday
	Veterans' Day	Day after Christmas	Good Friday
	Thanksgiving Day	New Year's Eve Day	(Floater Holiday after 5 years)