



DIVISION	POLICY NUMBER
II. College Employees	2.04.19 [1]
CATEGORY	DATE
2.04.19 Fringe Benefits for Full-Time Administrators and Professional Staff	Adopted: 1980 Edited: 1982 Revised: 9/1992, 6/1993, 1/1994, 7/1994, 7/1994, 5/1998, 10/1999, 7/2000, 6/2001, 6/2004, 5/2006, 6/2007, 06/2020

2.04.19 FRINGE BENEFITS FOR FULL-TIME ADMINISTRATORS AND PROFESSIONAL STAFF

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

Vacation 20 days per fiscal year, with carryover earned, not taken, vacation into subsequent fiscal years up to 240 hours (30) days

Sick Leave 20 days per fiscal year accumulative up to maximum of 420 days

Employees may use sick leave for their own personal illness, injury and medical appointment or for the same occurrence for an eligible family member: employee’s spouse, child, domestic partner, sibling, parent, mother/father-in-law, grandparent, grandchild, stepchild or stepparent.

Holidays 14 paid days per year

Independence Day	Day before Christmas	Martin Luther King Jr’s Birthday
Labor Day	Christmas Day	President’s Day
Veterans’ Day	Day after Christmas	Good Friday
Thanksgiving Day	New Year’s Eve Day	Memorial Day
Day after Thanksgiving	New Year’s Day	

Floater Holiday

After five (5) years of continuous full time service, the employee will be granted one (1) floater holiday per fiscal year. After fifteen (15) years of continuous full time service, the employee will receive a second floater



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holiday, equal to two (2) per fiscal year. A floater holiday must be used within the fiscal year that it is granted.

Personal Leave

Three (3) days per fiscal year, (unused days are added to sick leave; however, are excluded from SURS reporting upon separation/retirement)

Bereavement Leave

An employee may be granted three (3) bereavement leave days for the death of an immediate family member. An additional one (1) day may be granted for extenuating circumstances. If five (5) or more days are needed, sick leave (with appropriate documentation), personal leave or vacation days may be used.

Leave time is prorated for a new employee based on their start date and the remaining days in the fiscal year.

Benefits provided by the College:

- Medical insurance includes PPO & HMO options
- Dental core insurance
- Vision core insurance
- Prescription coverage
- Employee contribution towards cost of health/dental/vision/prescription insurance is based on a formula, which includes the insurance premium equivalency, employee salary and other factors. Contributions are made on a pre-tax basis.
- Basic life insurance equivalent to \$10,000 over annual base; and accidental death & dismemberment (AD&D) coverage
- Employee Assistance Program (EAP)
- Tuition waiver for credit classes for employee and eligible dependents



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- Professional dues (with approval from supervisor)

Optional (voluntary) benefits (paid by the employee):

- Dental buy-up insurance
- Vision buy-up insurance
- Flexible spending account (for health care and for dependent care)
- Supplemental life and accidental death and dismemberment Insurance
- Long-term disability
- 403(b)/457 deferred compensation savings plan

Full time (non-temporary or intermittent) positions contribute 8% of their gross pay to the State Universities Retirement System (SURS); and an additional .5% towards the State of Illinois CIP retiree health program. SURS covered employees do not contribute to Social Security.

If an employee has a change in status such as part time to full time, benefits begin from 1st date of full time employment.

If an employee has a change in status such as full time to part time, health related benefits will cease on the last day of the month of full time employment, with the exception of life insurance which ends on the last day of full time employment.

Benefits are pro-rated for 9-month professional positions.