

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

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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 provided 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.

HOLIDAYS (at 100% fte)*		
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

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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 reporting to the President, unless specific benefits are specified in the President's employment contract, in which case the contract supersedes.