

CHAPTER 2 College Personnel – Support Staff (KCSS)	SECTION NO. 2.08
REFERENCE 2.08.01 Support Staff - KCSS Benefits	Adopted: October 12, 2010 Reviewed: September 14, 2010; November 12, 2013, February 17, 2015; October 11, 2016, June 13, 2023 Revised: November 12, 2013, February 17, 2015; October 11, 2016, June 13, 2023

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All KCSS support staff benefits listed below will be pro-rated for any employee who works less than 2080 hours per fiscal year*.

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. Upon separation from employment employees are responsible for the reimbursement of any borrowed paid time that has not been accrued.

LEAVES (at 100% fte)*		
Benefit	Eligibility	Benefits Received
SICK	Upon Employment	15 sick days per fiscal year
PERSONAL	Upon Employment	3 days of an employee's 15 sick leave days
BEREAVEMENT	Upon Employment	(See KCSS collective bargaining agreement)

VACATION (at 100% fte)*	
Effective July 1, 2023: Continuous Service as of July 1 Following Start Date	Days Accumulated
Less than 1 year	10 days (Contact Human Resources for pro-ration details)
1 st July 1 after hire date thru 4 th July 1 after hire date	15 days
5 th July 1 after hire date thru 9 th July 1 after hire date	20 days
10 th July 1 after hire date and more	21 days
Starting July 1, 2023	Unused vacation days may be carried over up to 20 days
Separation from Employment	All accrued and unused vacation days will be paid at the then current salary rate. The Board will pay the employee for all vacation days earned but not yet taken in accordance with the KCSS contract.

