

**Holiday, Leave, and Benefit Policy - Non-Bargaining Unit Employees (400.4)**

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| Revised: November 15, 2005  | Revised: January 19, 2021                       |
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| Revised: March 17, 2020     |   |

The purpose of this policy is to describe the Board-approved holidays, leave days, and benefits for IECC employees not covered by the Collective Bargaining Agreement.

**I. Paid Leave**

**Leave.** One (1) leave day is the equivalent of eight (8) hours; paid leave days can be used in half-hour increments. Unless otherwise noted, leave days described below are not paid out upon termination. Leave policy provisions for modified-time employees shall be prorated according to time employed in relation to full-time employees.

- A. **Sick Leave.** Each full-time employee shall, on the first day of employment of the employee's initial year, be granted a pro-rated share of working days up to a total of seventeen (17) Sick Leave days with pay.

After the initial year of employment, and at the beginning of every fiscal year thereafter, each full-time employee will receive Sick Leave according to the following schedule:

| <u>Years of Continuous Full-time Service</u> | <u>Sick Leave Days Per Year</u> |
|--|---------------------------------|
| 2-9  | 10                              |
| 10-15  | 13                              |
| 16-20  | 16                              |
| 21-25+                                       | 19                              |

Any unused Sick Leave will be allowed to accumulate. An accounting of accumulated Sick Leave will be made semi-annually.

The Chancellor, or a designee, may require the employee on Sick Leave to provide a statement from the employee's physician. In addition, the Chancellor may require that the employee be examined by a physician determined by the Chancellor. In the latter case, the cost of the examination will be borne by the Board of Trustees.

- B. **Personal Leave: Full-time Employees.** A full-time employee shall be granted, without loss of pay or benefits, five (5) Personal Leave days per fiscal year for any reason of their choosing as outlined in (820 ILCS 192/) Paid Leave for All Workers Act. Where foreseeable, notice of such leave should be made to the employee's immediate supervisor five (5) days prior to the time personal leave is desired. Personal leave hours must be used by the end of the fiscal year and will not be carried over. Unused hours are not paid out at the time of termination. If the full-time employee is rehired within 12 months of separation previously accrued paid leave that had not been used by the employee shall be reinstated. The employee shall be entitled to use accrued paid leave at the commencement of employment following a separation from employment of 12 months or less.

**Personal Leave: Part-time Employees.** A part-time eligible employee shall be granted paid time off for any reason of their choosing as outlined in (820 ILCS 192/) Paid Leave for All Workers Act. Part-time employees will earn one (1) hour of personal leave for every 40 hours worked. Personal

leave will begin accumulating on the first day of employment and is available for use after the employees first payroll is processed. Application for such leave should be made to the employee's immediate supervisor five (5) days prior to the time said leave is desired. Unused hours are not paid out at the time of termination. If the part-time employee is rehired within 12 months of separation previously accrued paid leave that had not been used by the employee shall be reinstated. The employee shall be entitled to use accrued paid leave at the commencement of employment following a separation from employment of 12 months or less. The personal leave balance may never exceed 40 hours.

Employees are considered ineligible for this leave if they are considered one of the following:

1. A student enrolled in and regularly attending classes and who is employed on a temporary basis at less than full time.
2. A temporary employee who is employed for less than 2 consecutive calendar quarters during a calendar year and who does not have a reasonable expectation that they will be rehired.

Personal Leave: Part-Time Instructors (Adjuncts). A part-time eligible instructor (Adjunct) will receive an amount based on working 28 hours per week, front loaded at the beginning of each semester. Personal leave will begin accumulating on the first day of employment and is available for use after the employees first payroll is processed. Application for such leave should be made to the employee's immediate supervisor five (5) days prior to the time said leave is desired. Unused hours are not paid out at the time of termination. If the part-time employee is rehired within 12 months of separation previously accrued paid leave that had not been used by the employee shall be reinstated. The employee shall be entitled to use accrued paid leave at the commencement of employment following a separation from employment of 12 months or less. The personal leave balance may never exceed 40 hours.

- C. Required Court Appearance Leave: Full-time Employees. Full-time employees shall be granted leave with pay to appear in court as a witness or a member of a jury. Compensation received for such court appearances shall accrue to the College District.

Required Court Appearance Leave: Part-time hourly employees: Part-time employees who 1) work 20 hours or more per week and 2) have been employed by IECC for 6 months or more will be eligible for Required Court Appearance Leave. Part-time employees who meet the above criteria will receive the equivalent of their average daily income. Average daily income will be calculated by the Executive Director of Human Resources. Compensation received for such court appearance shall accrue to the College District.

Required Court Appearance Leave: Part-time faculty: Part-time faculty who 1) teach at least 3 hours for the semester and 2) have been employed by IECC for more than one semester will be eligible for Required Court Appearance Leave. Part-time faculty who meet the above criteria will receive the equivalent of their average daily income. Average daily income will be calculated by the Executive Director of Human Resources. Compensation received for such court appearance shall accrue to the College District.

- D. Funeral Leave. Full-time employees shall be granted Funeral Leave for the purpose of attending the funeral, without loss of pay, under the following terms and conditions.

Maximum Three (3) Days of Leave at Full Pay – For a death within the immediate family, which means the full-time employee's spouse, child, parent, sibling, parent-in-law, or member of the immediate household of the employee.

Maximum One (1) Day Leave at Full Pay. For a death of a near relative.

- E. Leave for Blood and Organ Donation. As provided in 820 ILCS 149 (cited as the Employee Blood and Organ Donation Leave Act), employees who have been employed full-time for a period of six (6) months or more are eligible for:
1. One (1) hour of paid leave every 56 days for the purpose of donating blood, in the manner

- defined within the Act.;
2. Ten (10) days of paid leave every 12 months for the purpose of donating an organ, as defined within the Act.
- Supervisor approval is required prior to the leave.

F. Absences Due to Attendance at Educational Meetings and Conferences. Approved attendance at educational meetings and conferences may be granted without loss of salary. Attendance must be approved in advance by the employee's immediate supervisor in accordance with established guidelines. Employees authorized to represent the college or district shall be allowed expenses according to the regulations of the District.

## II. Unpaid Leave of Absence

The Chancellor may grant up to 2 weeks leave of absence without pay to a full-time employee. The Board may grant up to one year's leave of absence without pay to a full-time employee, and up to an additional year upon request and Board approval. Such leaves may be granted for advanced study, exchange teaching or assignment, travel, governmental service, or other personal reasons. Applications for leaves shall be filed with the President and then the Chancellor not later than 90 days prior to the beginning of the date that the leave would commence.

Vacation, sick, personal days, and other benefits shall not accrue during an employee's Unpaid Leave of Absence. An employee may, however, elect to continue to participate in the District group insurance plan at the employee's sole expense, provided the employee makes acceptable arrangements to pay the premium during the term of his/her unpaid leave.

## III. Holidays and Winter Break

- A. Official Holidays. Paid holidays for all full-time employees include: Martin Luther King, Jr. Day, Presidents' Day, Spring Holiday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving and the following Friday, Christmas Day, New Year's Day.
- B. Winter Break. The administration establishes Winter Break for full-time employees in accordance with the academic calendar. Exempt employees who are required to work over Winter Break shall be given Personal Leave time equivalent to the time they were required to work over Winter Break. Non-exempt employees who are required to work over Winter Break shall have the option to be paid double time or be given Personal Leave time equivalent to the time they were required to work over Winter Break.

## IV. Benefits

Insurance Benefits. Major medical and dental insurance shall be made available for full-time employees. Full-time employees electing to carry dependent coverage may have the premiums for this coverage deducted through payroll deductions.

### Related Policies

Vacation Leave Policy 400.12

Family and Medical Leave Policy 400.20

Family Bereavement Leave Policy 400.27

**Vacation Leave Policy - Non-Bargaining Unit Employees (400.12)**

Date Adopted: January 16, 1990

Revised: June 21, 2005

Revised: April 21, 2009

Revised: February 16, 2010

Revised: May 21, 2013

Revised: November 15, 2016

Revised: April 21, 2020

Revised: September 20, 2022

The purpose of this policy is to describe the Board-approved vacation leave for IECC employees not covered by the Collective Bargaining Agreement.

**A. Allocations and Accumulations**

Allocated and accumulated vacation time is based upon IECC's employee classifications:

**1. Exempt (Administrative & Professional Non-Faculty Employees)**

Each full-time administrative and professional non-faculty exempt employee shall earn 20 vacation days per year. Administrative and professional non-faculty exempt employees may accumulate no more than 40 paid vacation days.

**2. Non-Exempt (Administrative & Professional Non-Faculty Employees)**

Effective December 1, 2016, those employed into this classification shall earn 15 vacation days per year. This class of non-exempt employees may accumulate no more than 25 paid vacation days. All employees in this classification prior to December 1, 2016 will be grandfathered in and earn 20 vacation days per year and may accumulate no more than 40 paid vacation days.

**3. Classified (Clerical, Technical, Maintenance Employees)**

Each full-time Classified employee shall earn 10 vacation days per year. Classified employees with less than 7 years of employment may accumulate no more than 20 vacation days. After 7 years of employment, each full-time Classified employee shall earn 15 vacation days per year. Effective July 1, 2009, Classified employees with 7 or more years of employment may accumulate no more than 25 paid vacation days.

Vacation for modified time employees shall be pro-rated according to time employed in relation to full-time employees.

Employees in grant-funded positions who attempt to carry-over unused vacation hours at the end of a fiscal year, do so at the risk of losing unused vacation hours and pay for those hours if the grant funding is not renewed or cut and employment with the District is terminated. An employee in grant-funded position shall be advised to take all earned vacation hours prior to the termination date of a grant-funded position to eliminate possible forfeiture of pay for such remaining hours.

**B. Vacation Accrual**

Employee's first year of vacation accrual is prorated based on hire date. Vacation time does not accrue during an employee's unpaid and/or workers compensation leave.

**C. Vacation Upon Separation**

1. Upon retirement or voluntary resignation of employment with the District, an employee may choose one of the following alternatives:

- receive pay at his/her current per diem rate for the number of accumulated vacation days following completion of his/her duties with the District.

- take his/her accumulated vacation days just prior to completion of his/her duties with the District. In this situation, the last day of vacation would also be the last day of employment.
2. Upon involuntary separation, employees will be paid their remainder of accumulated vacation days in a lump sum payment, following completion of duties.

Voluntary and involuntary separation accumulation vacation day payments shall be subject to restrictions as set forth in Public Act 94-004, and as interpreted by the Board of Trustees.