

Holidays

The following will be designated as holidays on which the college will be closed: New Year's Day, Memorial Day, Independence Day, Labor Day, Martin Luther King's birthday, Thanksgiving Day, and Christmas Day. When one of these specific holidays falls on Saturday or Sunday, another day will be assigned as a holiday.

In addition, the College will be closed on the Friday after Thanksgiving and during the period from Christmas Eve through New Year's Day, and the Friday before Easter. When the College is closed, it will be necessary for some staff members to work. Those employees will be given compensatory time off at another time.

Sick Leave

An eligible full-time member shall be awarded sick leave at the rate of 1-1/4 days for each full month of employment available for use at the beginning of each month. An eligible full-time member shall accrue sick leave at the rate of 1-1/4 days for each full month of employment. Members hired after January 1, 2006 shall be awarded sick leave at the rate of 1 day per month, available for use at the beginning of each month for the first three years. At the beginning of the fourth year sick leave shall be awarded at 1-1/4 day per month. Members hired after December 31, 2017 shall be awarded sick leave at the rate of .83 day per month (10 days per year), available for use at the beginning of each month. A sick day shall be equivalent to the number of hours that the member is normally scheduled to work per day. Example: A full-time member who is scheduled to work eight (8) hours per day shall earn 10 hours of such leave for each full month of employment. Members with current accruals over 240 days as of January 1, 2010 will accumulate to 295 days. All other members and newly hired employees will accumulate to 240 days. Members hired after December 31, 2017 will accumulate to 210 days.

An eligible member incurring any non-work related illness or injury that renders the member unable to perform the duties of his/her employment shall be eligible to receive sick leave to the extent accrued. A member may also use accumulated sick leave for 7.5 days of absence for a work-related illness or injury, medical treatment or diagnostic examinations for the serious illness of an immediate family member (child, parent, brother, sister or relative living in the immediate household) after exhaustion of the family emergency leave with the prior approval of the member's immediate non-bargaining unit supervisor. In the event of a catastrophic illness or surgery, a member may use up to 30 days of his/her accumulated sick time for immediate family members annually.

It is the responsibility of each member requesting sick leave to notify his/her supervisor prior to the start of the shift, unless the member is unable to notify his/her supervisor due to circumstances beyond the employee's control. Sick leave notification must be made for each workday that paid sick leave is being requested.

A member who is sick or disabled for three (3) consecutive working days, who is suspected of abusing sick leave or who develops a pattern of sick leave usage, may be required to secure and

submit medical verification, at the member's expense, certifying the nature of the illness and that the member is fit to return to work before the member will be permitted to return to work. Members who are required to produce medical verification will be informed of such a requirement prior to the absence or within four (4) hours after the beginning of the member's shift for which the member is requested to produce medical verification. The BOARD may also require, at its discretion, that a member have an examination by a medical professional selected by the BOARD. All expenses for such examinations shall be paid for by the BOARD, to the extent not covered by insurance.

Members using sick leave are expected to remain at home unless hospitalized, visiting the physician or pharmacy or acting pursuant to other reasonable care instructions/needs of the member or member's immediate family. Members who engage in other employment during sick leave or abuse sick leave may be subject to discipline, up to and including discharge.

Personal Leave

Each staff member will be eligible for two days of personal business leave without loss of pay during each fiscal year. Except in case of emergency, written advance notice of the necessity for personal business leave shall be submitted as early as possible to the employee's supervisor. This leave is not chargeable against any other leave program. Unused personal leave shall be credited to unused sick leave.

Family Emergency Leave

Three days of leave per year will be granted for death or serious illness in the immediate family of the employee or spouse. Immediate family shall include the spouse, child, parent, brother, sister, or those living in the household. This leave is not cumulative. If more than three days are required, additional days may be used and charged to accumulated sick leave.

Maternity/Paternity/Adoptive Leave

An eligible full-time member shall be granted up to five (5) days of paid leave per pregnancy, adoption, or placement for adoption for purposes related to the adoption, pregnancy, delivery and recuperative period of the member or the member's spouse. Sick leave may be used for that period of the term of pregnancy when the physician certifies that the employee is not able to work as a result of the pregnancy before, during and after delivery. Notice of the necessity for maternity/paternity/adoption leave shall be provided to the member's immediate non-bargaining unit supervisor as soon as practical. Such leave shall not accumulate from one fiscal year to the next.

Jury Leave

An eligible full-time member who loses time from work during his regularly scheduled hours of work because of jury duty, shall be paid his/her regular straight time hourly rate of pay for such time, upon receipt of the jury duty fee. A member subpoenaed to appear in court, in a matter related to his/her employment, in which the member or his family has no personal interest in the proceedings except to

appear as a witness, shall be paid his/her regular straight time hourly rate of pay for such time lost, upon receipt of the witness fee. The member shall submit said payments to the Business Office. In order to be eligible to receive his/her regular straight time hourly rate of pay for such time lost, the member must submit to the College a certificate of service duly signed by the court clerk. If a member is subpoenaed in any other situation, he/she may request the use of personal leave, vacation, or an unpaid leave of absence. A member shall report to work during any part of a scheduled day of work when the employee is not required to be in court as a witness or for jury duty.

Military Leave

In accordance with applicable laws, it is the policy of the Board of Trustees to grant leave time to employees who are required to attend military training. An employee required to attend military training is required to submit to his/her immediate supervisor a written copy of his/her military orders.

Once the employee has been released from military duty, the employee must report to work (1) at the beginning of his/her next regularly scheduled work period (2) within a reasonable time thereafter if the Board of Trustees is so notified and if the delayed return is due to factors beyond the employee's control or (3) as required by law. Failure to so report may subject the employee to discipline or may be treated as a voluntary resignation of employment.

An employee's right to reinstatement following the termination of military service will be as provided under applicable laws.

If an employee who is a member of a reserve component of the armed forces or the National Guard is ordered to participate in a weekly drill, the following policies will apply. Normally only those employees assigned to the second shift of a continuous operation (including employees of the first shift who may be requested to work overtime) will be required to absent themselves from an entire shift or portion thereof. At the option of the chief executive officer, an employee may be paid for such period of absence as though he worked his/her entire shift.

An employee ordered to participate in an armed forces or National Guard summer encampment or cruise will receive the difference between the employee's military base pay and his/her base salary for the period of such duty, provided the military base pay is less than the college's base salary. In no case will this differential payment exceed a period of 1/2 month within one calendar year.

At the discretion of the chief executive officer, any employee temporarily called to active military duty as a result of civil disorder or an emergency may receive the difference between his/her base salary and his/her military base pay for a maximum of 1/2 month, if the military base pay is less than the base salary.

In all cases, base salary is that salary in effect at the time of entry into temporary military duty, and the term excludes overtime or other kinds of compensation.

Vacation

An eligible full-time physical plant and secretarial/support personnel shall accrue one (1) day of paid vacation for each month of employment beginning with the third month. Beginning with their third year of employment, they shall accrue 1.25 days of vacation per month. Beginning with their fifth year and each year thereafter, they shall accrue 1.67 days of vacation per month.

An eligible-time technical personnel shall accrue 1.25 days of vacation per month beginning with the third month. Beginning with their third year and each year thereafter, they shall accrue 1.67 days of vacation per month.

An eligible full-time mid-management and administrative personnel shall accrue 1.67 days of vacation per month at the end their first month of employment.

An eligible full-time physical plant and secretarial/support personnel hired after January 1, 2006 shall accrue one (1) day of paid vacation for each month of employment at the end of the third month. Beginning with their fifth year of employment, they shall accrue 1.25 days of vacation per month. Beginning with their eighth year and each year thereafter, they shall accrue 1.67 days of vacation per month.

An eligible full-time technical personnel hired after January 1, 2006 shall accrue 1.25 days of vacation per month at the end of their third month. Beginning with their sixth year and each year thereafter, they shall accrue 1.67 days of vacation per month.

An eligible full-time mid-management and administrative personnel hired after January 1, 2006 shall accrue 1.25 days of vacation per month at the end their third month of employment. Beginning with their fourth year and each year thereafter, they shall accrue 1.67 days of vacation per month.

As of any date, the maximum accumulation of vacation days accruable for any employee groups shall be the number of days accruable for the most recent eighteen (18) month period. For example, a second year secretarial employee could not accrue more than 18 days. A sixth year secretarial employee could not accrue more than 30 days. Vacation leave accrual/use records are kept in the Personnel Office. Accrual of benefit time is posted at the end of each month.

At termination, employees will receive compensation for any accrued vacation up to the 30-day limit.

Accrual/Use of Leave

Full-time members (who work between 30-40 hours per week) shall be credited for used leave and/or vacation on $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$ anytime during the course of the workday and one-day increments, except as provided elsewhere in this Agreement, e.g., 0-2 hours equal $\frac{1}{4}$ day; 2-4 hours equal $\frac{1}{2}$ day; 4-6 hours equal $\frac{3}{4}$ day; 6-8 hours equal 1 day. Leave and/or vacation used during a reduced work schedule, e.g., during summer hours, shall be treated the same as leave and/or vacation

used during a regular schedule, e.g., 3 hours of leave and/or vacation equal ½ day of leave and/or vacation during November and during July. Eligible part-time members who work 20 or more hours per week but less than full-time shall use leave on a pro-rata basis, e.g., for a member who works four (4) hours per day, 0-1 hours equal ¼ day; 1-2 hours equal ½ day; 2-3 hours equal ¾ day; and 3-4 hours equal 1 day.

One hour of leave may be used by full-time members, and 30 minutes of leave for eligible part-time members, at the beginning or end of a shift with the prior approval of their immediate supervisor, but may not be used in conjunction with any other leave time or lunch break.

Insurance Benefits

The Board of Trustees provides regular full-time salaried employees with insurance benefits including group hospital and dental insurance coverage, group term life insurance coverage, short-term disability coverage, and liability insurance coverage. Benefits under each insurance policy shall be governed by the terms and conditions set forth in that policy. Actual plan documents are the final authority in matters relating to benefits and will govern in the event of any conflict.

It is the responsibility of each employee to notify Human Resources Office as soon as possible of any changes in his/her name, address, telephone number, family status, or designated beneficiaries. This office will also administer the insurance benefits program and maintain appropriate procedures and records.

To fully understand your benefits, it is very important that you read the entire Health Care Benefit Program available in the Human Resources.

Disability Benefits

Carl Sandburg College provides benefit payments to full-time, salaried employees as a result of the occupational sickness or injury, in accordance with applicable laws and the conditions outlined herein. "Occupational sickness or injury" means sickness or injury which arises out of and in the course of employment with the College, which prevents an employee from performing the duties assigned and which is held to be compensatory under the provisions of any applicable State or federal worker's compensation laws.

Any employee who incurs any injury or illness while on the job must report immediately to his or her supervisor and then to the chief business services officer. During the time which may be required to determine whether an illness or injury is occupational or non-occupational in nature, an employee will be given any benefits for which he/she may be eligible under the Non-Occupational Sick Leave or Disability Leave policies. If it is determined that the sickness or injury is occupational, such employee will be given the benefits for which he/she is eligible. Currently, all sick leave must be used before long-term disability benefits can begin.

Retirement

Members of the staff are required to participate in the retirement program as provided under the State Universities Retirement System. Long-term disability coverage is provided through SURS. For details consult with the Dean of Human Resources/Organizational Development.

Tuition Benefits

The BOARD will maintain a fund of \$15,000 per fiscal year to provide tuition reimbursement for eligible full-time employees. Based on the \$15,000 capped fund, on a first-come, first-serve basis The BOARD shall assume the cost of tuition and fees, in a dollar amount not more than the cost of tuition and fees for a 3-credit hour graduate course at Western Illinois University each fiscal year for an instructor who desires to take additional courses, workshops, or summer-long seminars, as defined in Appendix H. Such courses, workshops, and seminars shall be in the area of the instructor's responsibility to the College or a recognized computer course and shall have been approved by the administration prior to registration. Requests, commencing at the beginning of the fiscal year, shall be made to the Vice President of Academic Services. Once the \$15,000 cap is met review of requests will cease until the beginning of the new fiscal year. Reimbursement shall be made upon successful completion of the course, workshop, or seminar, and payment of registration, tuition and fees. This benefit is not cumulative. This does not apply when on Sabbatical.

Tuition at Carl Sandburg College for transfer and occupational (1.1 and 1.2) credit coursework will be waived for full-time employees including the spouse and dependent children. Tuition for full-time employees will be waived for the non-credit yoga course.

Employees will be responsible for all fees, books and supplies. Employee Waiver Authorization forms are available in Human Resources and must be completed prior to enrollment. Employees may not attend class during their regularly scheduled work hours. However, employees may take classes during their lunch break with the advance approval of their supervisor.

Part-time employees who are regularly scheduled to work and routinely work between 20 and 29 hours per week on a twelve (12) month schedule may have tuition waived on the following basis:

<u>Hours Regularly Worked per Week</u>	<u>Tuition Waiver or Number of Semester Hours</u>
10 – 19	3
20 – 29	6

Part-time faculty members who teach a credit course(s) one term may have tuition waived at any time during the following three terms for up to the number of semester hours taught. For purposes of this policy, summer is included as a semester.

Health Emergency Leave Program (HELP)

The basic purpose of the Health Emergency Leave Program, hereinafter referred to as the HELP, is to alleviate effects of a catastrophic medical condition (i.e., life threatening heart attack, cancer, auto accident, etc.) upon participants who voluntarily elect to join the program.

In accordance with this purpose, the HELP is not intended for single day circumstances, rather, it may serve as a bridge between the number of sick days individually accumulated by an eligible participant and the number of days an employee must be unable to perform the duties of their assigned position to qualify for disability benefits as defined by the State University Retirement System (SURS).

A Health Emergency Leave Program Committee will be established to oversee operations of the HELP and to evaluate claims to decide if they meet HELP guidelines and Board policy. Representation of the committee will consist of one (1) member from administration and one (1) member from the classified support staff (non-union eligible) to be appointed by the chief executive officer to an initial term of three (3) years and for two (2) year terms thereafter. The chief business services officer and coordinator of personnel services shall serve as permanent members of the committee and shall coordinate all required committee meetings. A majority affirmative vote of the committee will be required to grant a request to use HELP days. All decisions of the committee shall be communicated in writing; shall include reasons for the decision; shall be final and, therefore, not subject to the complaint process.

Participation in the HELP program requires that the employee: (a) is employed in a non-bargaining unit position; (b) is eligible for sick leave benefits; (c) has completed two (2) calendar years of service at the college; and (d) has contributed two (2) sick days as a first-year premium, and one (1) day annually thereafter. These premiums will be collected on July 1 each year from current members and upon application to participate from new members.

Claims against the HELP are subject to the following conditions:

1. Participants must complete and submit a written membership form as provided by the Personnel Office. Only current participants are eligible to file a HELP claim.
2. Participation in the HELP will be perpetual unless a written notice of intent to withdraw from the HELP is submitted to the Personnel Office, thus relinquishing all rights to participate.
3. For the HELP, one (1) sick day premium shall be defined as eight (8) hours and may be awarded in accordance with Regulation 2.1.1 Accrual/Use of Leave. All sick days paid into the HELP as premiums shall be non-refundable.

4. If the HELP reserve fund becomes depleted during any fiscal year, the committee may require current participants to donate no more than one (1) additional sick day within that year. By becoming an active HELP participant, the member acknowledges timely notification of the potential of these premiums. At no time may more days be withdrawn from the HELP than have been donated by the participants.
5. Every current HELP member shall be entitled to apply for benefits only after exhausting all of their individual sick, vacation, and personal leave accumulations.
6. The granting of sick leave from the HELP shall be subject to the same criteria as regular sick leave days and shall be in all other respects consistent with Board Policy provided, however, that sick leave shall be available for the illness of the employee only and not for illness of the family.
7. Application for claims against the HELP shall be made in a timely fashion using the form provided by the Personnel Office and must be accompanied by a physician's statement certifying the condition of the employee and their prognosis of returning to their full duties as assigned.
8. Any current HELP member who is receiving benefits from the State University Retirement System or who is absent for illness due to a work-related injury compensable under the Illinois Worker's Compensation Act may not avail themselves of any benefits of the HELP.
9. HELP benefits will be awarded, when a participant's illness extends beyond depletion of their individual accrued sick, vacation, and personal leave days.
10. HELP time may be awarded in an amount not to exceed the participants normally scheduled workday or workweek.
11. No participant shall receive more HELP days than would be necessary to make him or her eligible for SURS disability benefits. The maximum number of HELP workdays a member may be eligible for is thirty (30) per fiscal year.
12. HELP participants shall absolve and hold harmless in all respects the Board of Trustees and the HELP Committee regarding the establishment and implementation of the Health Emergency Leave Program.

CARL SANDBURG COLLEGE
Health Emergency Leave Program Application

The Health Emergency Leave Program (HELP) is being implemented to serve as a bridge between the number of sick days (and other benefit days) utilized as a result of an employee’s inability to perform the duties of his/her duties to qualify for disability benefits as defined by the State University Retirement System (SURS). Participation in the HELP Program requires that the employee: (a) is employed in a non-bargaining unit position; (b) is eligible for sick leave benefits; (c) has completed two (2) calendar years of service at the College; and (d) has contributed two (2) sick days as a first-year premium and one (1) day annually thereafter. Premiums will be collected upon application to participate from new members and on July 1 of each year from all members. All benefit time must be exhausted and an employee must have applied for disability benefits from SURS in order to be eligible to withdraw days from HELP. Additional details of the HELP Program are located in the Personnel Office and available upon request.

If you are interested in participating in the HELP bank, please sign the consent form below and return to the personnel Office. Thank you.



I _____ Social Security # _____

Donate the initial premium of two (2) days to the HELP bank. I also agree that the College may deduct one sick day on July 1 of each year of my employment and one additional day in any fiscal year the HELP Committee decides to require the donation of an extra one day. I understand that to withdraw from participation in HELP, I must submit a written notice of intent to withdraw to the Personnel Office. I further understand that any days donated to HELP are nonrefundable, that I may not be compensated for such days nor may those days be used for service credit with the State University Retirement System (SURS). I have read, fully understand and agree to be bound by the rules and regulations governing the HELP bank, as well as any decisions of the HELP Committee.

Signature: _____

Date: _____