WHEREAS, the Board of Trustees of Community College District No. 508 is empowered under Section 805/3-30 of the Illinois Public Community College Act, 110 ILCS 805 (“the Act”) to exercise all powers not inconsistent with the Act, “that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board;”

WHEREAS, Section 4.3 of the Board Bylaws provides that the Board may adopt, from time to time, policy statements, guidelines, procedures, regulations, collective bargaining agreements, codes of conduct, or similar documents issued for the governance of the Board, the District and the Colleges;

WHEREAS, the Office of Human Resources and Staff Development has determined that a revision to Article 4 of the Board Policies and Procedure Manual is necessary to assist the District in maintaining efficient operations and management flexibility; and

WHEREAS, the Chancellor supports the recommendation of the Office of Human Resources and Staff Development;

NOW THEREFORE BE IT RESOLVED, that the Chancellor recommends that the Board of Trustees approves the amendment Article 4 of the Board Policies and Procedures (See Exhibit A – Executive Summary, Exhibit B – Proposed Revisions and Exhibit C – Revisions to Article 4). Said policy revisions will be reflected in updated publications of the Board Policies and the City Colleges of Chicago website and shall be effective immediately.

July 10, 2014 – Office of Human Resource and Staff Development
The policy revisions to Article 4 are summarized below, and apply to all District employees unless otherwise noted in a Collective Bargaining Agreement.

4.7 Post-Employment Drug and Alcohol Testing
The proposed policy revision adds additional circumstances in which employee must complete post-employment drug and alcohol testing.

4.11 Time and Attendance Monitoring
The proposed policy revision details the time increments for which time off may be used.

4.13 Benefits
The proposed policy update modifies language relating to the accrual of employee time off, to comply with the Family Medical Leave Act (“FMLA”).
## EXHIBIT B

**PROPOSED REVISIONS TO ARTICLE 4 PERSONNEL OF THE BOARD POLICIES AND PROCEDURES FOR MANAGEMENT & GOVERNMENT**

7/10/14

<table>
<thead>
<tr>
<th>Section</th>
<th>Current Provision</th>
<th>New Provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.7 Post-Employment Drug and Alcohol Testing</td>
<td>No current policy.</td>
<td>(i) Any employee that has had any break in service, including a break in service due to a pending grievance or arbitration or has been suspended for over thirty (30) days, is subject to drug and alcohol testing prior to reinstatement of employment.</td>
</tr>
</tbody>
</table>
| 4.11 Time and Attendance Monitoring | (a) Time-keeping | (a) **Time-keeping**

All District employees shall be required to verify and submit their attendance and hours of work during each pay period using time-keeping methods such as electronic time-cards, certificates of attendance or time clocks. Employees’ regular paychecks, including wages and salary for time worked, holiday pay and other paid leaves, shall be generated based upon time submitted.

Employees can only take time-off in full and half-day increments. This includes, but is not limited to time-off for a sick day, vacation, personal day, floating holiday, compensatory time off, and any
### 4.13 Benefits

<table>
<thead>
<tr>
<th>1. Full time Employees</th>
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employee and granted by the supervisor in writing. Employees will not accrue vacation days while on a paid or unpaid leave of absence. Accumulated unused vacation leave banks shall be paid out to Administrators upon termination of their employment.

b. Full-time, Non-Bargained For employees (Job Families 411-415) shall accrue and accumulate paid vacations days based upon their years of service in accordance with the schedule set forth below. No vacation days shall be accrued in excess of the maximum number of vacation days set forth below. Advance approval of vacation days is required. Approval must be sought by the employee and granted by the supervisor in writing. Employees will not accrue vacation days while on a paid or unpaid leave of absence. Full-time, Non-bargained For employees’ accumulated paid vacation leave banks shall be paid out to the employee upon termination of their employment.

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<th>Annual Accrual Rate</th>
<th>Maximum Accumulation</th>
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<td>15 days</td>
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<tr>
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Vacation Schedule for Job Families 411-415

b. Full-time, Non-Bargained For employees (Job Families 411-415) shall accrue and accumulate paid vacations days based upon their years of service in accordance with the schedule set forth below. No vacation days shall be accrued in excess of the maximum number of vacation days set forth below. Advance approval of vacation days is required. Approval must be sought by the employee and granted by the supervisor in writing or electronically. Employees will not accrue vacation days while on a paid or unpaid leave of absence. Full-time, Non-bargained For employees’ accumulated paid vacation leave banks shall be paid out to the employee upon termination of their employment.
Sick Leave
Sick leave is an employee benefit to be used only for a legitimate illness or injury of an employee, or a member of an employee’s immediate family which requires the employee’s absence from work. Administrators and full-time Non-Bargained For employees (Job Families 110 and 411-415) shall accrue paid sick leave at a rate of twelve (12) days each fiscal year. Sick leave shall be awarded on the second paycheck of each month. Employees will not accrue sick days while on a paid or unpaid leave of absence.

Personal Day Leave and Floating Holiday Leave
Full-time Administrators and full-time Non-Bargained For employees shall receive three (3) personal days and two (2) floating holidays per year effective with the first payroll period following July 1st of each year. Except in the case of emergencies, advance approval of personal days and floating holidays is required. Approval must be sought by the employee and granted by the supervisor in writing. Both personal days and floating holidays shall be forfeited if unused by June 30th, unless specifically noted otherwise in a collective bargaining agreement. Employees will

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No employee will accrue vacation days while on a paid or unpaid leave of absence, with the exception of approved intermittent Family Medical Leave Act (“FMLA”) leave and subject to applicable collective bargaining agreements.

Sick Leave
Sick leave is an employee benefit to be used only for a legitimate illness or injury of an employee, or a member of an employee’s immediate family which requires the employee’s absence from work.

Administrators and full-time Non-Bargained For employees (Job Families 110 and 411-415) shall accrue paid sick leave at a rate of twelve (12) days each fiscal year. Sick leave shall be awarded on the second paycheck of each month. Employees will not accrue sick days while on a paid or unpaid leave of absence.
not accrue personal days and floating holidays while on a paid or unpaid leave of absence.

(viii) Family and Medical Leave
Consistent with the Family and Medical Leave Act of 1993 ("FMLA"), employees shall be eligible for a family and medical leave up to twelve (12) weeks under the FMLA provided that: (a) the employee has worked for City Colleges of Chicago for at least twelve (12) months; (b) the employee has worked at least 1250 hours in the immediately preceding twelve (12) month period; and (c) the employee does not exhaust the twelve (12) week maximum during any twelve month period. Employees shall be required to submit a Health Care Certification as a condition of leave. Employees may use appropriate paid leave days during the period of the family and medical leave or may elect to take the leave without pay. Employees will not accrue paid leave time while on a paid or unpaid leave of absence.

(ix) Victims’ Economic Security and Safety Act Leave
Consistent with Illinois Victims’ Economic Security and Safety Act ("VESSA"), employees who are victims of domestic or sexual violence or who have family or household members who are victims of such violence shall be eligible to take up to twelve (12) weeks of unpaid leave per any twelve (12) month period to seek medical help, legal No employee will accrue personal days and floating holidays while on a paid or unpaid leave of absence, with the exception of approved intermittent Family Medical Leave Act ("FMLA") leave and subject to applicable collective bargaining agreements.

(iii) Personal Day Leave and Floating Holiday Leave
Full-time Administrators and full-time Non-Bargained For employees shall receive three (3) personal days and two (2) floating holidays per year effective with the first payroll period following July 1st of each year. Except in the case of emergencies, advance approval of personal days and floating holidays is required. Approval must be sought by the employee and granted by the supervisor in writing or electronically. Both personal days and floating holidays shall be forfeited if unused by June 30th, unless specifically noted otherwise in a collective bargaining agreement. Employees will not accrue personal days and floating holidays while on a paid or unpaid leave of absence.

No employee will accrue sick days while on a paid or unpaid leave of absence, with the exception of approved intermittent Family Medical Leave Act ("FMLA") leave and subject to applicable collective bargaining agreements.
assistance, counseling, safety planning, and other assistance. Employees shall be required to submit certification as a condition of leave. Any accrued paid vacation, sick days, or personal leave may be substituted for any unpaid leave. Employees will not accrue paid leave time while on a paid or unpaid leave of absence.

(xi) **Personal Leaves of Absence**

Full-time Administrators and Non-Bargained For employees who are not eligible for any other type of paid or unpaid leave may be granted a personal leave of absence by the Chancellor for a period not to exceed five (5) months for good cause. Employees desiring to take a personal leave of absence must submit a written formal request to the Human Resources department at his/her work location as soon as the need for personal leave of absence is known. Employees who are granted a personal leave of absence may, at their option, use appropriate paid accumulated leave banks for any paid portion of the leave and once exhausted, the leave shall be unpaid. Employees will not accrue paid leave time while on a paid or unpaid leave of absence. Employees granted said leaves shall be reinstated to their former position at the conclusion of the leave, if it is available. Personal leave of absence is discretionary and is subject to approval by the Office of Human Resources. Notwithstanding this provision or any other bargaining agreements.

(viii) **Family and Medical Leave**

Consistent with the Family and Medical Leave Act of 1993 (“FMLA”), employees shall be eligible for a family and medical leave up to twelve (12) weeks under the FMLA provided that: (a) the employee has worked for City Colleges of Chicago for at least twelve (12) months; (b) the employee has worked at least 1250 hours in the immediately preceding twelve (12) month period; and (c) the employee does not exhaust the twelve (12) week maximum during any twelve month period. Employees shall be required to submit a Health Care Certification as a condition of leave. Employees may use appropriate paid leave days during the period of the family and medical leave or may elect to take the leave without pay.

Employees will not accrue paid leave time while on a paid or unpaid leave of absence.

No employee will accrue paid leave time while on a paid or unpaid leave of absence, with the exception of approved intermittent FMLA leave and subject to applicable collective bargaining agreements.

(ix) **Victims’ Economic Security and Safety Act Leave**

Consistent with Illinois Victims’ Economic Security
provision in the Board policies, the Chancellor may grant a paid personal leave only to critical Full-time Administrators and Non-bargained For employees under exceptional circumstances, which include:

- A pending internal review or investigation where it is deemed necessary to remove the employee from the workplace while the review or investigation ensues;
- A pending discharge or termination for disciplinary reasons where the discharge or termination process has been initiated;
- Emergency conditions where no other suitable administrative option exists; or
- Other special circumstances where it is in the District’s interest to place the employee on a paid personal leave.

(xii) Administrators’ Professional Advancement Leaves (paid and unpaid)

Full-time Administrators may request leaves for professional advancement that may be granted in the exercise of discretion by the Chancellor and subject to approval by the Board of Trustees. Such leaves may be granted for the purpose of advanced study research, writing, exchange teaching, or any other professional experience relating to a field of employment which will be of benefit to City Colleges of Chicago. Professional advancement leaves may be granted with full pay, with one-half (1/2) pay, or without pay within the Chancellor’s discretion.

and Safety Act (“VESSA”), employees who are victims of domestic or sexual violence or who have family or household members who are victims of such violence shall be eligible to take up to twelve (12) weeks of unpaid leave per any twelve (12) month period to seek medical help, legal assistance, counseling, safety planning, and other assistance. Employees shall be required to submit certification as a condition of leave. Any accrued paid vacation, sick days, or personal leave may be substituted for any unpaid leave.

Employees will not accrue paid leave time while on a paid or unpaid leave of absence.

No employee will accrue paid leave time while on a paid or unpaid leave of absence, with the exception of approved intermittent Family Medical Leave Act (“FMLA”) leave and subject to applicable collective bargaining agreements.

(xii) Personal Leaves of Absence

Full-time Administrators and Non-Bargained For employees who are not eligible for any other type of paid or unpaid leave may be granted a personal leave of absence by the Chancellor for a period not to exceed five (5) months for good cause. Employees desiring to take a personal leave of absence must submit a written formal request to the Human Resources department at his/her work location as soon as the need for personal leave of absence is known. Employees who are granted a
discretion and subject to approval by the Board of Trustees. Employees will not accrue paid leave time while on a paid or unpaid leave of absence. Upon conclusion of the leave, full-time Administrators granted this leave may return to their former position or, if not available, any other position for which they qualify as determined by the Chancellor in the exercise of his discretion.

Leaves with pay under this section will be subject to written agreement between City Colleges and the Administrator which sets forth the terms and conditions of the leave. In the case of paid professional advancement leave the Administrator must agree not to accept any full-time employment during the period of the leave unless the employment is ancillary or part of the advance study, research, writing, exchange teaching or the professional services done as part of the leave. The compensation to be paid to the Administrator during the leave shall be reduced by the amount of pay for full-time employment earned by the Administrator from other sources during the leave.

personal leave of absence may, at their option, use appropriate paid accumulated leave banks for any paid portion of the leave and once exhausted, the leave shall be unpaid. Employees will not accrue paid leave time while on a paid or unpaid leave of absence, with the exception of approved intermittent Family Medical Leave Act (“FMLA”) leave. Employees granted said leaves shall be reinstated to their former position at the conclusion of the leave, if it is available. Personal leave of absence is discretionary and is subject to approval by the Office of Human Resources.

Notwithstanding this provision or any other provision in the Board policies, the Chancellor may grant a paid personal leave only to critical Full-time Administrators and Non-bargained For employees under exceptional circumstances, which include:

1. A pending internal review or investigation where it is deemed necessary to remove the employee from the work place while the review or investigation ensues;
2. A pending discharge or termination for disciplinary reasons where the discharge or termination process has been initiated;
3. Emergency conditions where no other suitable administrative option exists; or
4. Other special circumstances where it is in the District’s interest to place the employee on a paid personal leave.
Administrators’ Professional Advancement Leverages (paid and unpaid)

Full-time Administrators may request leaves for professional advancement that may be granted in the exercise of discretion by the Chancellor and subject to approval by the Board of Trustees. Such leaves may be granted for the purpose of advance study research, writing, exchange teaching, or any other professional experience relating to a field of employment which will be of benefit to City Colleges of Chicago. Professional advancement leaves may be granted with full pay, with onehalf (1/2) pay, or without pay within the Chancellor’s discretion and subject to approval by the Board of Trustees. Employees will not accrue paid leave time while on a paid or unpaid leave of absence, with the exception of approved intermittent Family Medical Leave Act (“FMLA”) leave. Upon conclusion of the leave, full-time Administrators granted this leave may return to their former position or, if not available, any other position for which they qualify as determined by the Chancellor in the exercise of his discretion.

Leaves with pay under this section will be subject to written agreement between City Colleges and the Administrator which sets forth the terms and conditions of the leave. In the case of paid professional advancement leave the Administrator must agree not to accept any full-time...
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EXHIBIT C

REVISIONS TO ARTICLE 4
PERSONNEL

4.7 POST-EMPLOYMENT DRUG AND ALCOHOL TESTING

Consistent with the Board’s Drug Free Work Place Policy (Board Resolution 14088, adopted July 6, 1989), the Chancellor shall develop and implement a program for drug and alcohol testing of employees under the following circumstances:

(a) Employees for whom there is a reasonable suspicion, as defined by law, that they have reported to work or are conducting the business of the District while under the influence of non-prescribed drugs or alcohol.

(b) Employees for whom District Administration has reasonable and credible evidence that they have participated in the unlawful: manufacture, distribution, dispensation, possession or use of cannabis, a controlled substance, or alcohol while on City College premises or while participating in any function sponsored by or held at any City Colleges’ facility.

(c) Employees who occupy critical safety positions.

(d) Employees who have been involved in a motor vehicle accident while operating a vehicle on District business.

(e) Employees promoted or demoted who have never been drug tested.

(f) Employees moving from part-time employment to full-time employment who have not previously submitted to a drug screen, including employees who are being promoted.

(g) Employees moving from one full-time position to another full-time position, who have not previously submitted to a drug screen.

(h) Employees in positions that are being reclassified, who have not previously submitted to a drug screen.

(i) Any employee that has had any break in service, including a break in service due to a pending grievance or arbitration or has been suspended for over thirty (30) days, is subject to drug and alcohol testing prior to reinstatement of employment.

4.11 TIME AND ATTENDANCE MONITORING.

(a) Time-keeping

All District employees shall be required to verify and submit their attendance and hours of work during each pay period using time-keeping methods such as electronic time-cards, certificates of attendance or time clocks. Employees’ regular paychecks, including wages and salary for time worked, holiday pay and other paid leaves, shall be generated based upon time submitted.
Employees can only take time-off in full and half-day increments. This includes, but is not limited to time-off for a sick day, vacation, personal day, floating holiday, compensatory time off, and any time off associated with any leave of absence.

(b) Inability to submit electronic time-cards, certificates of attendance and time off requests

Employees who are on leave or who, due to exigent circumstances, are unable to submit electronic time-cards, certificates of attendance or time off requests, shall be paid based upon their supervisors’ certification of their attendance or approved leave; provided, however, that said employees shall be required to verify their supervisors’ certification of their attendance no later than the first payroll period upon their return to work.

(c) Correction of erroneous electronic time-cards, certificates of attendance and time off requests

Employees, including employees on leave, shall be required to correct any erroneously submitted electronic time-cards, certificates of attendance or time off requests in the current pay period but no later than the first payroll period in which they actively worked.

(d) Other time-keeping methods

Nothing in this Policy shall preclude the Chancellor or his/her designee from using time-keeping methods such as electronic time-cards, timesheets or other timekeeping methods.

(e) Time-keeping for Special Assignments

The Chancellor or his/her designee shall establish policies with respect to certification that special assignments work is being or has been satisfactorily performed.

(f) Responsibility for Reporting Absences

Employees who will be absent from work due to illness or personal business must report their absences to their immediate supervisor prior to the start of their scheduled work day unless exigent circumstances make such reporting impossible consistent with the provisions of Board Policy 4.19. Employees who are absent from work for more than three (3) consecutive work days due to personal illness or the illness of a child, spouse or parent as defined by the Family and Medical Leave Act (FMLA) must submit medical certification which verifies the illness upon return to work. When an employee provides thirty (30) days advance notice, or gives notice as soon practicable, to Human Resources that their absence may be for a FMLA-qualifying reason, Human Resources shall notify the employee of their FMLA rights within five (5) business days, absent extenuating circumstances. If the employee if ineligible for FMLA, the employee may apply for other applicable leaves consistent with the provisions of Board Policy 4.13(e). (See Board Policy 4.13(e)(viii), Family and Medical Leave).
4.13 BENEFITS.

1. FULL TIME EMPLOYEES

Subject to the terms and conditions of the applicable Collective Bargaining Agreements, all full-time employees of the Board shall be offered certain benefits as follows:

(a) Insurance Program

Full-time employees shall be offered enrollment in medical, dental, vision, life insurance plans and voluntary long-term disability, which shall be in accordance in with terms, policies and procedures adopted by the Board from time to time, pursuant to Board Resolution. Single, couple and family plan options may be offered to the employees. Employees offered enrollment in insurance plans may be required to pay a portion of the insurance costs as determined, from time to time, by the Board.

(b) Flexible Spending Accounts

Full-time employees shall be eligible to participate in a voluntary, pre-tax flexible-spending program for medical/dental and childcare expenses. The eligibility criteria of said plan shall be consistent with the Internal Revenue Code and regulations promulgated there under as they now exist or as they may be amended from time to time.

(c) Retirement Program

All full-time employees shall be enrolled in the State University Retirement System subject only to eligibility criteria establish by Article 21 of the Illinois Pension Code, or by other agencies authorized to establish criteria there under.

(d) Voluntary Tax-deferred Savings

All full-time employees shall be offered the opportunity to participate in a voluntary tax-deferred savings plan created and maintained pursuant to the authority of Section 403(b) (7) of the United States Internal Revenue Code. The Chancellor or designee shall determine employee eligibility for participation in the plan in accordance with applicable Internal Revenue Service Policies and regulations.

(e) Leaves

Full-time Non-Bargained For personnel shall receive paid or unpaid leaves as provided for below. Bargained for employees shall receive paid leave days consistent with the terms and conditions of the applicable provisions below, as well as applicable collective bargaining agreements and may be eligible for bereavement leave, jury duty leave, witness leave, voting leaves, personal leaves, and military, reserve or national guard or peace corps leaves.
set forth below if their collective bargaining agreement does not otherwise provide for such leaves.

(i) Vacation

a. Administrators (Job Family 110) shall accrue paid vacation days monthly at a rate of twenty (20) vacation days per fiscal year during the period of July 1st to June 30th. Full-time administrators will be credited with 1.67 days of paid vacation on the second paycheck of each month of employment. Administrators will be allowed to accumulate up to 30 days of paid vacation days in their vacation leave bank. No vacation days shall be accrued in excess of 30 days. Advance approval of vacation days is required. Approval must be sought by the employee and granted by the supervisor in writing or electronically. Accumulated unused vacation leave banks shall be paid out to Administrators upon termination of their employment.

b. Full-time, Non-Bargained For employees (Job Families 411-415) shall accrue and accumulate paid vacations days based upon their years of service in accordance with the schedule set forth below. No vacation days shall be accrued in excess of the maximum number of vacation days set forth below. Advance approval of vacation days is required. Approval must be sought by the employee and granted by the supervisor in writing or electronically. Full-time Non-bargained For employees’ accumulated paid vacation leave banks shall be paid out to the employee upon termination of their employment.

vacation Schedule for Job Families 411-415

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c. No employee will accrue vacation days while on a paid or unpaid leave of absence, with the exception of approved intermittent Family Medical Leave Act (“FMLA”) leave and subject to applicable collective bargaining agreements.

(ii) Sick Leave

Sick leave is an employee benefit to be used only for a legitimate illness or injury of an employee, or a member of an employee’s immediate family which requires the employee’s absence from work.
Administrators and full-time Non-Bargained For employees (Job Families 110 and 411-415) shall accrue paid sick leave at a rate of twelve (12) days each fiscal year. Sick leave shall be awarded on the second paycheck of each month.

No employee will accrue sick days while on a paid or unpaid leave of absence, with the exception of approved intermittent Family Medical Leave Act (“FMLA”) leave and subject to applicable collective bargaining agreements.

a. Administrators and full-time Non-Bargained For employees hired before January 1, 2012

Sick leave accrued as of July 1, 2012, shall be retained in the employee’s sick leave bank. If an employee has accrued 200 days or more in his/her bank as of July 1, 2012, the employee is not eligible for sick leave accrual until the bank falls below 200 days.

If an employee has not accrued 200 days of sick leave in his/her bank as of July 1, 2012, he or she may continue to accrue sick leave to a maximum of 200 sick leave days.

These employees are also eligible to receive a payment for his/her accumulated sick leave pursuant to the Board’s Early Retirement Program; that payment shall be limited to either the amount of sick leave accumulated through July 1, 2012, or the amount of sick leave the employee has at the time of retirement, whichever is less. Any sick leave accrued in the employee’s sick leave bank as of July 1, 2012, excluding any sick leave used as of the date of retirement may be used for service credit in accordance with the rules of the State Universities Retirement System (SURS).

b. Administrators and full-time Non-Bargained For employees hired on or after January 1, 2012

These employees may accrue a maximum of 200 days in their bank. These employees are ineligible for payment of any unused accrued sick leave in their sick banks as of the last day of employment, but any sick leave remaining in an employee’s sick leave bank may be used for service credit in accordance with the rules of the State Universities Retirement System (SURS).

(iii) Personal Day Leave and Floating Holiday Leave

Full-time Administrators and full-time Non-Bargained For employees shall receive three (3) personal days and two (2) floating holidays per year effective with the first payroll period following July 1st of each year.

Except in the case of emergencies, advance approval of personal days and floating holidays is required. Approval must be sought by the employee and granted by the supervisor in writing or electronically. Both personal days and floating holidays shall be forfeited if unused by June 30th, unless specifically noted otherwise in a collective bargaining agreement.
No employee will accrue personal days and floating holidays while on a paid or unpaid leave of absence, with the exception of approved intermittent Family Medical Leave Act (“FMLA”) leave and subject to applicable collective bargaining agreements.

(iv) Holidays

The Office of Human Resources shall publish a list of building closures annually with the approval of the Board. Full-time Administrators and Non-bargained for employees generally shall have the following paid holidays.

- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve
- New Year’s Day
- Martin Luther King’s Birthday
- Presidents’ Day
- Thursday and Friday of College Spring Recess
- Memorial Day

(v) Jury Duty or Witness Leave

All employees shall be granted leave to fulfill their responsibilities as jurors and granted leave if they are subpoenaed as witnesses in any legal proceeding provided that they have no pecuniary interest in the outcome of the matter in which they are called to testify. Full-time Administrators and Full-time Non-Bargained For employees shall receive paid jury duty leave to fulfill their jury duty responsibilities provided that the jury duty pay will be deducted from the employee’s pay.

Employees subpoenaed as witnesses must sign over their witness fee pay to City Colleges immediately upon their receipt of the pay in order to be eligible for paid witness leave. Employees summoned to jury duty or subpoenaed as witnesses shall present their summons to their immediate supervisor in advance of the leave.

(vii) Bereavement Leave

Full-time Administrators and Non-Bargained For employees may be granted paid bereavement leave for a period not to exceed five (5) workdays. If the leave is granted for the death of a parent, grandparent, parent-in-law, spouse, child, brother or sister, the leave
shall be granted in addition to other paid leaves. If the leave is granted for other relatives or close friends, the leave will be charged against the employee’s accumulated sick leave bank.

(viii) Family and Medical Leave

Consistent with the Family and Medical Leave Act of 1993 (“FMLA”), employees shall be eligible for a family and medical leave up to twelve (12) weeks under the FMLA provided that: (a) the employee has worked for City Colleges of Chicago for at least twelve (12) months; (b) the employee has worked at least 1250 hours in the immediately preceding twelve (12) month period; and (c) the employee does not exhaust the twelve (12) week maximum during any twelve month period. Employees shall be required to submit a Health Care Certification as a condition of leave. Employees may use appropriate paid leave days during the period of the family and medical leave or may elect to take the leave without pay.

No employee will accrue paid leave time while on a paid or unpaid leave of absence, with the exception of approved intermittent FMLA leave and subject to applicable collective bargaining agreements.

(ix) Victims’ Economic Security and Safety Act Leave

Consistent with Illinois Victims’ Economic Security and Safety Act (“VESSA”), employees who are victims of domestic or sexual violence or who have family or household members who are victims of such violence shall be eligible to take up to twelve (12) weeks of unpaid leave per any twelve (12) month period to seek medical help, legal assistance, counseling, safety planning, and other assistance. Employees shall be required to submit certification as a condition of leave. Any accrued paid vacation, sick days, or personal leave may be substituted for any unpaid leave.

No employee will accrue paid leave time while on a paid or unpaid leave of absence, with the exception of approved intermittent Family Medical Leave Act (“FMLA”) leave and subject to applicable collective bargaining agreements.

(x) Voting (Election Day) leave

In accordance with applicable law, all full-time Administrators and Non-Bargained For employees may be granted up to two (2) hours leave on Election Day in order to fulfill their civic responsibilities to vote, provided that the employee's working hours begin less than 2 hours after the opening of the polls and end less than 2 hours before the closing of the polls. Colleges and departments will schedule times for voting leave depending on their operational needs.

(xi) Personal Leaves of Absence
Full-time Administrators and Non-Bargained For employees who are not eligible for any other type of paid or unpaid leave may be granted a personal leave of absence by the Chancellor for a period not to exceed five (5) months for good cause. Employees desiring to take a personal leave of absence must submit a written formal request to the Human Resources department at his/her work location as soon as the need for personal leave of absence is known. Employees who are granted a personal leave of absence may, at their option, use appropriate paid accumulated leave banks for any paid portion of the leave and once exhausted, the leave shall be unpaid. Employees will not accrue paid leave time while on a paid or unpaid leave of absence, with the exception of approved intermittent Family Medical Leave Act (“FMLA”) leave. Employees granted said leaves shall be reinstated to their former position at the conclusion of the leave, if it is available. Personal leave of absence is discretionary and is subject to approval by the Office of Human Resources.

Notwithstanding this provision or any other provision in the Board policies, the Chancellor may grant a paid personal leave only to critical Full-time Administrators and Non-bargained For employees under exceptional circumstances, which include:

- A pending internal review or investigation where it is deemed necessary to remove the employee from the work place while the review or investigation ensues;
- A pending discharge or termination for disciplinary reasons where the discharge or termination process has been initiated;
- Emergency conditions where no other suitable administrative option exists; or
- Other special circumstances where it is in the District’s interest to place the employee on a paid personal leave.

(xii) Administrators’ Professional Advancement Leaves (paid and unpaid)

Full-time Administrators may request leaves for professional advancement that may be granted in the exercise of discretion by the Chancellor and subject to approval by the Board of Trustees. Such leaves may be granted for the purpose of advance study research, writing, exchange teaching, or any other professional experience relating to a field of employment which will be of benefit to City Colleges of Chicago. Professional advancement leaves may be granted with full pay, with one-half (1/2) pay, or without pay with in the Chancellor’s discretion and subject to approval by the Board of Trustees. Employees will not accrue paid leave time while on a paid or unpaid leave of absence, with the exception of approved intermittent Family Medical Leave Act (“FMLA”) leave. Upon conclusion of the leave, full-time Administrators granted this leave may return to their former position or, if not available, any other position for which they qualify as determined by the Chancellor in the exercise of his discretion.
Leaves with pay under this section will be subject to written agreement between City Colleges and the Administrator which sets forth the terms and conditions of the leave. In the case of paid professional advancement leave the Administrator must agree not to accept any full-time employment during the period of the leave unless the employment is ancillary or part of the advance study, research, writing, exchange teaching or the professional services done as part of the leave. The compensation to be paid to the Administrator during the leave shall be reduced by the amount of pay for full-time employment earned by the Administrator from other sources during the leave.

(xiii) Military Leave

A Full-time Administrator or Non-Bargained For employee who is a member of any reserve component of the United States Armed Forces or of any reserve component of the Illinois State Militia, shall be granted leave from his or her public employment for any period actively spent in military service, including:

   a. basic training;
   b. special or advanced training, whether or not within the State, and whether or not voluntary;
   c. annual training; and
   d. any other training or duty required by the United States Armed Forces.

During these leaves, the employee’s seniority and other benefits shall continue to accrue.

During leaves for annual training, the employee shall continue to receive his or her regular compensation as a City Colleges of Chicago employee. During leaves for basic training, for up to 60 days of special or advanced training, and for any other training or duty required by the United States Armed Forces, if the employee’s compensation for military activities is less than his or her compensation as a City Colleges of Chicago employee, he or she shall receive his or her regular compensation as a City Colleges of Chicago employee minus the amount of his or her base pay for military activities.

(xiv) Reserve or National Guard Leave

A Full-time Administrator or Non-Bargained For employee who is a member of the Illinois National Guard or a reserve component of the United States Armed Forces or the Illinois State Militia and who is mobilized to active duty shall continue during the period of active duty to receive his or her benefits and regular compensation as a City Colleges of Chicago employee, minus an amount equal to his or her military service duty base pay.
(xv) Peace Corp Leave

Full-time employees who leave their positions to serve with the United States Peace Corps shall be afforded the same benefits as employees who take active-duty military leave except that no contributions shall be made to the State University Retirement System on behalf of an employee on Peace Corps Leave.

(f) Learning Opportunities Reimbursement

Employees may be allowed reimbursement of fees paid for outside learning opportunities. Outside learning opportunities are defined as short term seminars, educational and training classes but do not include tuition for credit toward degrees or seminars, educational and training classes provided by the District or that the District requires employees to attend. Costs include tuition, fees, books and supplies. The Chancellor and designees shall develop a policy for reimbursement of such fees, including eligibility criteria. Employees who resign or are terminated prior to one (1) year of employment shall be required to reimburse the District for any costs reimbursed under the policy so promulgated. An Outside Learning Opportunities Reimbursement Agreement consistent with this Policy must be signed by the employees prior to the employee’s attendance or enrollment.

(g) Tuition Reimbursement

Full-time Administrators and Non-Bargained For employees are eligible to apply for tuition reimbursement for courses offered by colleges and universities accredited by the Higher Learning Commission or vocational/technical institutions licensed and approved by the State of Illinois or the Commission of the National Association of Trade and Technical Schools. Courses at schools not so accredited may be approved by the Provost, if such courses have been authorized by a licensing board and/or professional association. A course will not be reimbursed if a comparable class is offered at City Colleges.

Courses of study must be related to the employee’s current or probable future work with the City Colleges of Chicago. Reimbursement is limited based on the yearly budget allotment set annually in July by the Office of Human Resources. Reimbursement is for tuition only; costs of books, lab fees, late penalties, supplies and other special fees are NOT reimbursable. Review courses for licenses or degrees, such as the Bar Review or CPA Review, will not be reimbursed.

(h) Tuition Waivers

All full-time employees are eligible to receive free tuition at City Colleges for themselves, a spouse, domestic partner, and dependent children up to age 25. Free tuition is limited to credit classes only. The individual is still required to pay any student fees.
2. **PART TIME EMPLOYEES**

Subject to the terms of applicable collective bargaining agreements, part-time employees shall be eligible for the following employee benefits:

(a) **Retirement Program**

All part-time employees shall be enrolled in the State Universities Retirement System subject only to eligibility criteria established by Article 21 of the Illinois Pension Code, or by other agencies authorized to establish criteria there under.

(b) **Unpaid Holidays**

Subject to applicable collective bargaining agreements, all part-time employees shall observe the holidays set forth in Board Policy 4.13 (e) (iv) as unpaid days off.

(c) **Family and Medical Leave**

Part-time employees may be eligible for Family and Medical Leave consistent with Board Policy 4.13 (e) (viii), provided however that they have worked 1250 hours in the twelve (12) month period immediately preceding the leave and meet the other criteria set forth in that Policy.

(d) **Victims’ Economic Security and Safety Act Leave.**

Consistent with Illinois Victims’ Economic Security and Safety Act (“VESSA”), employees who are victims of domestic or sexual violence or who have family or household members who are victims of such violence shall be eligible to take up to twelve (12) weeks of unpaid leave per any twelve (12) month period to seek medical help, legal assistance, counseling, safety planning, and other assistance. Employees shall be required to submit certification as a condition of leave.