

PERSONNEL – ADMINISTRATION

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Policy No. 4300
10/17/1978
Revised 10/1990
Revised 10/20/1992
Revised 2/21/2006
Revised 12/9/2014

PERSONNEL – ADMINISTRATION

Administrative Staffing

An administrator is recommended by the President and approved by the Board of Trustees to provide administrative services and will receive an administrative contract. The President will determine the need for administrative personnel and direct the recruitment and selection of suitable candidates after a position has been approved by the Board. It is also the responsibility of the President to discuss with the Board and recommend for their approval the deletion or addition of positions.

Human Resources will coordinate the administrative staffing process.

Policy No. 4301
Written 10/1990
Revised 10/20/1992
Revised 12/9/2014

PERSONNEL – ADMINISTRATION

Administrative Policy Review

All administrative policies will be reviewed at regular intervals, but ordinarily not more than 7 years from the previous review by the Board in cooperation with and input by a committee appointed by the President.

Board members must be involved at the origin of discussions for revision of a policy or formulation of new policy. Prior to adopting any new policy, or changing any existing policy that directly affects the conditions of employment for administrators, the Board will seek suggestions from administrators. The Board will notify administrators sixty days prior to the date upon which the Board contemplates taking action to add to, delete from, or amend existing policies. During said 60-day period, the Board will consider comments by any administrator concerning the Board proposed changes.

In an emergency, the Board of Trustees may act within a shorter time. In the event of such action, the Board will undertake to reconsider its action at a regularly scheduled meeting within ninety days after notification as specified in the preceding paragraph.

Policy No. 4302
Revised 10/17/1978
Revised 10/1990
Revised 10/20/1992
Renumbered 7/1/2001
Reviewed 12/9/2014

PERSONNEL – ADMINISTRATION

Moving Allowance

An administrative appointee whose place of residence prior to appointment is beyond 50 miles commuting distance to the College, and who is therefore required to move their residence in order to accept appointment, will be entitled to payment by the College of all reasonable expenses of moving.

Vendor selection will be based on estimates from at least two bids.

Policy No. 4303
Revised 10/17/1978
Revised 10/20/1992
Renumbered 7/1/2001
Reviewed 12/9/2014

PERSONNEL – ADMINISTRATION

Appointment

After a search to identify the most suitable candidate and following completion of the appropriate application and eligibility forms, filing all credentials, and being interviewed by appropriate staff members designated for this purpose by the President of the College, the candidate will be recommended to the Board by the President for appointment to an administrative position.

Policy No. 4304
10/1978
Revised 9/27/1981
Revised 10/1990
Revised 10/20/1992
Renumbered 7/1/2001
Revised 12/9/2014
Revised 12/13/2016

PERSONNEL – ADMINISTRATION

Contracts

Contracts for administrative personnel will be issued in accordance with the laws of the State of Illinois and will serve the purpose of delineation of the terms and conditions of administrative employment. An administrator will be granted a contract terminating at the end of each fiscal year in which it was issued. Administrators will receive a three-month notice for non-renewal.

The President will be responsible for establishing and maintaining a system of evaluating the annual performance of administrators.

After having completed three years of administrative service, should an administrator's contract not be renewed, they will receive a severance payment equal to two weeks' salary for each year of administrative service not to exceed one year of salary and benefits, in accordance with 110 ILCS 805/3-65. Severance compensation shall not be payable to administrators who resign or are terminated for cause.

Policy No. 4305
10/17/1978
Revised 10/1990
Revised 10/20/1992
Renumbered 7/1/2001
Revised 12/9/2014

PERSONNEL – ADMINISTRATION

Orientation

The President and Vice Presidents will provide for the proper orientation of all administrators, both at the beginning of their respective periods of employment and from time to time thereafter.

Policy No. 4306

2/24/1984

Revised 11/15/1988

Revised 1/1991

Revised 10/20/1992

Renumbered 7/1/2001

Revised 12/9/2014

PERSONNEL – ADMINISTRATION**Summer Work Week**

The four-day summer work week will be in effect each summer as determined by the academic calendar.

The normal four-day summer work week will consist of four nine and one-quarter (9 $\frac{1}{4}$) hour days, i.e., Monday through Thursday

Policy No. 4307
2/13/1979
Revised 10/1990
Revised 10/20/1992
Renumbered 7/1/2001
Revised 3/19/2002
Reviewed 12/9/2014

PERSONNEL – ADMINISTRATION

Ethical Conduct

Gifts to Administrators

Administrators will not accept gifts of value from vendors or from other persons having an interest in influencing official actions of the College.

Gifts include but are not limited to: money in any amount, consumer goods (other than samples) travel, and services of any kind.

Travel to Inspect Vendors' Goods and Services

Administrators will not accept from a vendor or the vendor's representative the offer of free travel and/or living expenses for the purpose of viewing a product or service considered or proposed for purchase by the College. Approved travel to visit installations for the purpose cited above, if undertaken by administrators, will be paid for out of College funds.

Use of College Time and/or College Facilities

Administrators may use College time and/or College facilities for public and community service consistent with college goals and objectives. Administrators will not use College time and/or College facilities, including mailing lists, for personal activity or personal gain.

Other Ethical Conduct and Behavior

Administrators will maintain the highest code of ethical conduct that reflects well on the institution. In addition, Administrators should set an example for exemplary ethical conduct and provide guidance and direction for faculty, classified staff, and students.

In the event any of the provisions of this policy conflict with or contradict the College's Policy 4002 (Ethics and Gift Ban), the provisions of Policy 4002 shall prevail.

Policy No. 4308

2/13/1979

Revised 7/17/1979

Revised 10/20/1992

Renumbered 7/1/2001

PERSONNEL – ADMINISTRATION**Evaluation**

The President will be responsible for establishing and maintaining a system for evaluating the annual performance of administrators and providing the Board with a copy of the annual evaluations.

Policy No. 4309
9/27/1981
Revised 10/1990
Revised 10/20/1992
Renumbered 7/1/2001
Revised 2/21/2006
Reviewed 12/9/2014

PERSONNEL – ADMINISTRATION

Termination

Discharge of Administrators

The Board may terminate an administrator's employment during the term of employment for the following:

1. Evaluation as unsatisfactory in performance of administrative duties.
2. Violation of Board policy or procedure.
3. Conduct that constitutes just cause for dismissal.
4. Conviction of a felony.

If it should become necessary to terminate the employment of an administrator for reasons other than unsatisfactory evaluation in performance of administrative duties, the individual will be given due process and an opportunity to present his/her position at a hearing. The administrative hearing will be conducted by the President or their designee. The administrator shall be informed of their rights to an advocate and the opportunity to rebut or clarify the reason (s) given for the termination. Upon conclusion of the hearing, the President will determine whether or not the dismissal is warranted, and if warranted will recommend dismissal to the board. The Board will review the President's recommendation and take such action as it deems advisable.

Outplacement

If the Board determines that it is necessary to reorganize, decrease the number of administrative positions, or terminate an administrator, it may provide for the use of an outplacement service up to an amount determined by the Board.

Policy No. 4310
10/17/1978
Revised 10/1990
Revised 10/20/1992
Renumbered 7/1/2001
Revised 3/19/2002
Reviewed 12/9/2014

PERSONNEL – ADMINISTRATION

Professional Development Expenses

The Board recognizes the importance of continued professional growth of administrators. Therefore, it will, within budgetary limits, provide for expenses for any professional development including the attendance at such workshops and professional meetings as their supervisor and the President determines will further the goals of the college.

Cross-reference Policy 4324, Temporary Leaves - Professional Development Purposes.

Policy No. 4311
6/21/1977
Revised 10/1990
Revised 10/20/1998
Revised 9/19/2000
Renumbered 7/1/2001
Reviewed 12/9/2014

PERSONNEL – ADMINISTRATION

Tuition Reimbursement

The purpose of the tuition reimbursement plan is to assist full-time administrators in performing their duties more effectively. In general, approved courses must contribute to professional development, provide administrative job-related information, or develop the job-related skills of administrators. For those reasons, the College will provide tuition reimbursement for administrators enrolled in pre-approved regionally accredited, credit-bearing programs of study and for fees associated with credit coursework. In addition, the College will provide fees for pre-approved non-credit workshops and seminars.

Rates of reimbursement are subject to budget limitations without requiring separate formal policy action by the Board of Trustees.

Policy No. 4312
2/13/1979
Revised 10/1990
Revised 10/20/1992
Renumbered 7/1/2001
Revised 2/21/2006
Reviewed 12/9/2014

PERSONNEL – ADMINISTRATION

Grievances

A grievance is any complaint of an administrator regarding the application of practices, policies, procedures or performance evaluation. An administrator may utilize the grievance process to present his/her dispute.

The Board recognizes that administrators may wish to seek formal resolution of grievances, if informal efforts fail. The President is responsible for such a formal grievance procedure, including specific steps and time limits by which an administrator may seek resolution of his/her grievance. The steps should proceed from first, giving the immediate supervisor an opportunity to settle the grievance, to last, giving the President the opportunity. If the grievance is not resolved by the President, the Board will make a decision on the grievance which will be final, binding and not precedent-setting.

Policy No. 4313

9/27/1981

Revised 10/1990

Revised 10/19/1993

Renumbered 7/1/2001

Revised 3/19/2002

Revised 6/23/2015

PERSONNEL – ADMINISTRATION**Personal Activities**

During the period of an administrator's employment contract, an administrator will devote their time, energy and attention to employment and/or activities directly beneficial to the institution. The administrator may engage in consulting, lecturing, speaking, writing or similar activities for compensation or not, that can be accomplished without impairing effective performance of the assigned duties. Any activity which requires significant administrator involvement during normal business hours must have the written approval of the President. There will be no restrictions on the administrator's activities during vacation periods or other such times when the administrator is not required to be at the College to perform assigned duties.

Notwithstanding the provisions stated above, the administrator may, at the convenience of the College and with the permission of the President and or their area Vice President, teach one college credit course (no more than 5 LHEs) per term and/or summer term and be paid at the applicable rate established for the part-time faculty. An administrator who is given permission to exercise this option will use vacation/personal time to accommodate the teaching schedule.

If the teaching occurs during the administrator's regular work day, the administrator and the President and/or area Vice President must agree in writing either to require the make-up of missed time, to reduce the regular nonteaching appointment line, or to develop an alternative solution mutually satisfactory to the administrator and the President and/or area Vice President. The President and/or area Vice President responsible for the administrator's department must approve the written agreement and a copy of the agreement must then be forwarded to Human Resources before the teaching assignment begins.

Notwithstanding the above provisions, the employee may, at the convenience of the College and with the permission of the President, coach one intercollegiate sport per term and be paid at the applicable rate. The assignment would be included in the total 5 LHE limit.

An administrator may request up to three days per fiscal year for professional consulting activities.

Policy No. 4314

8/31/1977

Recoded 11/3/1978

Revised 10/20/1992

Renumbered 7/1/2001

Reviewed 12/9/2014

PERSONNEL – ADMINISTRATION**Salary Guides – Job Classifications/Reclassification – Salary Grades**

All administrative job classifications and salary grades will be subject to the approval of the Board. The President will make recommendations to the Board as required.

Policy No. 4315

10/17/1978

Updated 7/21/1982

Revised 10/20/1992

Renumbered 7/1/2001

Reviewed 12/9/2014

PERSONNEL – ADMINISTRATION**Compensation**

Both salary ranges and administrative salaries will be reviewed annually by the President who may recommend changes to the Board.

Policy No. 4316
10/17/1978
Updated 9/22/1981
Revised 10/20/1992
Revised 9/19/2000
Renumbered 7/1/2001
Revised 3/19/2002
Revised 12/9/2014

PERSONNEL – ADMINISTRATION

Fringe Benefits

The Board of Trustees has provided benefits in addition to salary, and may from time to time modify these benefits. The benefits currently provided are as follows:

Health Care Insurance (including family coverage)

Dental Insurance (including family coverage)

Life insurance, including available Optional Term Life and Accidental Death and dismemberment Insurance at two times the base fiscal year salary

State Universities Retirement System and College Senior Service Program –
Cross-reference Policy #4318

Paid Employee Physical Examinations up to the budgeted amount per year

Paid Holidays, as approved - Cross reference Policy #4328

Paid Leaves – Cross-reference Policy #4321, 4322, 4323, 4324, 4325, 4326

Vacation Days – Cross-reference Policy #4327

Tuition Waiver (including immediate family) - Cross reference Policy #4320

Tuition Reimbursement - Cross reference Policy #4311

Memberships and Subscriptions

Benefits will be reviewed on an annual basis. The President will recommend changes to the Board as required.

Policy No. 4317
10/19/1983
Revised 10/20/1992
Renumbered 7/1/2001
Revised 12/9/2014
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PERSONNEL – ADMINISTRATION

Reclassification and Reassignment

Reclassification

Reclassification is defined as a formal change in responsibilities of the current position which may or may not result in a change in the salary grade and which does not result in a change in the title of the position. Reclassifications are a normal part of any compensation system and fall within the following categories:

Revised: No change in the salary grade resulting from the change in responsibilities and revised job description. Salary is not adjusted.

Upgraded: Change to a higher salary grade resulting from the change in responsibilities and revised job description. Salary will be increased over current salary to fall within the new salary range.

Downgraded: Change to a lower salary grade resulting from the change in responsibilities and revised job description. Salary will remain unchanged if current salary is below the maximum of the new range. If current salary is above the maximum of the new range, the salary will be reduced to a point not above the maximum.

The reclassification of an administrative position and the revised job description reflecting the change in responsibilities will be recommended to the Board by the President of the College. Any salary adjustment will be made effective upon Board approval.

Reassignment

Reassignment is defined as movement of any employee to a different position. Reassignments are a normal part of the effective use of personnel made at the discretion of the College, and fall within the following categories:

Transfer (A): Movement to a different position in the same salary grade. Salary is not adjusted.

Transfer (B): Movement to a different position in a lower grade because of changes in the College's employment requirements, college funding, or desire of an individual to leave

Administration for a faculty or other non-supervisory position. If the current salary is above the maximum of the new range, the salary will be adjusted by the new supervisor and President with the cooperation of Human Resources to an appropriate place within the new salary range based upon the person's past performance, experience, and college record. In no case will the new salary exceed the maximum of the new salary range.

Promotion (C): Movement to a different position in a higher salary grade. The salary will be adjusted based upon the recommendations of the new supervisor and President with the cooperation of Human Resources to an appropriate place within the new salary range based upon the person's past performance, experience and college record. In no case will the new salary exceed the maximum of the new salary range.

Demotion (D): Movement to a different position in a lower salary grade because of administrator's inadequate performance. Salary will be decreased to a point within the new salary range.

Reassignment of administrative personnel will be recommended to the Board by the President of the College. Any salary adjustment will be made effective upon Board approval.

Policy No. 4318

10/17/1978

Revised 1/19/1999

Renumbered 7/1/2001

Revised 3/19/2002

Revised 3/20/2007

Reviewed 12/9/2014

Revised 6/27/2017

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PERSONNEL – ADMINISTRATION**Retirement Contributions**

Each administrator shall participate in the State Universities Retirement System (SURS).

An administrator may elect to take a SURS contribution each year in lieu of a salary increase in an amount not to exceed the amount of the recommended increase for that year and a total not to exceed the amount set by SURS.

Retirement Benefits for Administrators**A. Retiree Health Insurance:**

All retiree health benefits will be administered by the State of Illinois College Insurance Plan. An administrator who has completed ten years of service to Oakton College at the date of retirement, either as a full-time administrator or as a full-time faculty and/or staff and administrator, will be eligible for a period of five years immediately following the effective date of retirement reimbursement for the individual premium cost of the State of Illinois College Insurance Plan or receive a onetime lump sum payment of \$10,000, payable within 60 days of the effective date of retirement. This payment constitutes a final settlement of the health insurance premium reimbursement for the subsequent five-year period. An administrator who at the date of retirement retires with 30 or more years of full-time service (or its equivalent) to the College may elect to be reimbursed for the premium cost until Medicare age.

B. Cessation of State-Sponsored Plan:

In the event that the College Insurance Plan or a comparable state sponsored successor retiree insurance plan ceases to be available, the College will allow administrators, who retired after January 1, 2000 while employed in a College administrative staff position and who were enrolled in the CIP or its comparable successor at the time the plan ended, to be eligible to enroll in any of the HMO plans available to the active administrative employees of the college at that time. If the retiree's permanent residence is located outside of an HMO service area or an HMO is no longer offered by the College, the retiree and any eligible dependent(s) would have the option to enroll in any health insurance plan available to the College's active employees.

Retirees enrolled, either on an individual or family basis, would participate in the plan at the full premium cost paid on a monthly basis. Enrollment and payment procedures will be identical to those in place at that time for COBRA benefit participants. If the retiree and/or dependents are Medicare eligible or eligible for other government funded health insurance programs, they must be enrolled in those programs to be eligible to participate in the college plans.

- C. The employee assumes responsibility for the tax and SURS treatment of all compensation received under this Policy

Policy No. 4319

10/17/1978

Reviewed 10/20/1992

Renumbered 7/1/2001

Reviewed 12/9/2014

PERSONNEL – ADMINISTRATION**Tax Sheltered Annuities**

Administrators may participate in any tax-sheltered annuity program that is approved by the Board. The Board will facilitate such programs through authorization of automatic deductions.

Policy No. 4320
9/18/1979
Revised 10/20/1992
Renumbered 7/1/2001
Revised 12/9/2014

PERSONNEL – ADMINISTRATION

Tuition Waiver for Administrators and Members of their Immediate Families

Members of the administration and their immediate families (spouse or children) may enroll in Oakton credit courses at no cost for tuition. This privilege does not include Alliance for Lifelong Learning and other noncredit courses, seminars, and workshops. All fees are to be paid by the administrator.

The Chief Human Resources Officer will administer tuition waiver procedures.

Policy No. 4321
1/17/1978
Revised 10/1990
Revised 10/20/1992
Revised 9/18/2000
Renumbered 7/1/2001
Reviewed 12/9/2014

PERSONNEL – ADMINISTRATION

Leaves

Leaves for personal reasons may be approved by the respective Vice President or the President. Personal leaves of absence may be charged to any accrued vacation, personal or holiday time, or if none available, are unpaid.

Policy No. 4322
Revised 2/13/1979
Updated 9/27/1981
Revised 10/20/1992
Renumbered 7/1/2001
Revised 3/20/2007
Revised 12/9/2014

PERSONNEL – ADMINISTRATION

Temporary Leaves – Illness

At the beginning of each fiscal year, a bank of twenty (20) working days of paid leave for illness or personal use will be granted to each administrator. Personal leave will be restricted to five (5) days per fiscal year. Additionally, an administrator who has exhausted the accumulated days may be advanced up to forty (40) working days of additional leave for illness with the provision that the administrator who leaves employment at Oakton while owing advanced leave for illness will repay the College for such leave or have the cost deducted from the final paycheck. Illness/personal days will be charged at one day per work day.

At retirement, an administrator may elect to either have their accrued sick time reported to SURS for inclusion as service credit or receive a onetime prorate payment not to exceed 15% of the retiring administrator's annual base salary on the date of retirement. Extended leave for illness is available only for emergencies. Any administrator who is absent or on leave frequently or for an extended period may be required to submit verification.

During any period of administrative absence, the Board may approve assignment of another person to perform the administrator's duties.

Personal leave will be granted at the discretion of the employee's administrative supervisor.

Policy No. 4323
10/17/1978
Updated 12/8/1980
Revised 10/1990
Revised 10/20/1992
Revised 9/18/2000
Renumbered 7/1/2001
Revised 12/9/2014

PERSONNEL – ADMINISTRATION

Temporary Leaves – Bereavement

In the event of a death of a family member, an administrator may be entitled up to five (5) work days leave without loss of salary. The leave will be determined in consultation with the appropriate supervisor. If additional time is needed, the immediate supervisor and the Chief Human Resources Officer may allow an administrator to use accumulated illness or vacation leave.

Policy No. 4324
10/17/1978
Revised 10/20/1992
Renumbered 7/1/2001
Reviewed 12/9/2014

PERSONNEL – ADMINISTRATION

Temporary Leaves – Professional Development Purposes

The Board recognizes the importance of the continued professional growth of administrators. Therefore, it may, within budgetary limits, provide for paid leaves of absence for any professional development including attendance at appropriate workshops and professional meetings.

The granting or denial of any such leave will be at the discretion of their supervisor.

Cross-reference Policy 4310 – Professional Development Expenses

Policy No. 4325
10/17/1978
Revised 10/1990
Revised 10/20/1992
Renumbered 7/1/2001
Reviewed 12/9/2014

PERSONNEL – ADMINISTRATION

Temporary Leaves – Witness and Jury Duty

An administrator may be absent to appear in court as a jury member or as a witness in a court action. Any compensation received will not be deducted from the administrator's compensation.

An administrator who anticipates such an absence will inform the appropriate administrator immediately, and while on leave, keep the College informed as to the possible length of absence.

Policy No. 4326

Written 1/1991

Revised 10/20/1992

Renumbered 7/1/2001

Reviewed 12/9/2014

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PERSONNEL – ADMINISTRATION**Sabbatical Leaves**

At any time after the sixth consecutive year as an administrator at the College, any administrator may apply for a sabbatical leave. Such a leave may be requested for up to six months. An administrator may receive up to three months at full pay during the sabbatical. The Board may set aside funds to provide for sabbatical leaves, subject to budgetary considerations.

The purpose of a sabbatical is to improve the quality of services of the individual so that both the administrator and the institution benefit from the sabbatical experience. Such leave is not intended to provide opportunities for financial gain. Thus, if an administrator receives income in connection with the work for which they are granted the sabbatical leave, Oakton's contribution will be reduced or required to be refunded, if outside income coupled with sabbatical leave pay exceeds, his or her contracted salary for that period.

The purpose of a sabbatical may be accomplished in any number of ways, singly or in combination, including but not limited to advanced study at any accredited institution in a major or cognate field, professional research or writing, or both; professional development of materials pertinent to a field of study; or academic or job related, research-based travel.

The benefit of granted sabbaticals should extend to all areas of the College—its procedures and organization, its students, and the community it serves.

Any administrator who received a sabbatical leave will:

- A. Return to the College for at least one year or repay the school the money received while on sabbatical leave.
- B. Retain all rights and privileges of an administrator, including retirement contributions and insurance, and salary increments; and
- C. Submit a report within sixty calendar days of returning to work, verifying full compliance with the terms of the sabbatical contract to the President. If the report is accepted by the President, salary increments will be awarded.

A proposal for sabbatical leave may be submitted to the President at any time during the fiscal years.

The following criteria will be used to rate proposals:

- A. Benefit to the institution;
- B. Benefit to the professional development of the administrator;
- C. Completeness and thoroughness of proposal development, including appropriate support from within or outside Oakton, or both. If the proposal requires administrative commitment, (e.g. large expenditures, new programs, etc.), support from the appropriate administrator must accompany the proposal; and
- D. Realistic possibility for completion of stated goals.

The President will report their final decision to the applicant within thirty calendar days. If the President supports the proposal they may seek Trustee approval at the next scheduled Board Meeting.

Within a period of sixty calendar days after returning to the College, the administrator will submit to the President a report verifying full compliance with the terms of the sabbatical contract and will submit a duplicate of this report to the library for inclusion in the professional collection.

Only one administrator may be absent on sabbatical leave at any point in time. Vacation and personal temporary leave time will not accrue during a sabbatical leave.

Policy No. 4327
9/27/1981
Revised 10/20/1992
Revised 9/18/2000
Renumbered 7/1/2001
Revised 3/20/2007
Reviewed 12/9/2014

PERSONNEL – ADMINISTRATION

Vacation Days

At the beginning of each fiscal year, administrators are granted twenty (20) vacation days (160 vacation hours). Vacation days will be prorated for any service less than the full fiscal year.

On January 1 of each year, any vacation days (hours) in excess of 56 vacation days (448 hours) will be converted to sick days.

An administrator is required to obtain the prior approval of their immediate supervisor prior to taking any vacation days.

Policy No. 4328
Updated 3/20/1985
Revised 10/20/1992
Revised 9/18/2000
Renumbered 7/1/2001
Reviewed 12/9/2014
Revised 9/21/2021

PERSONNEL – ADMINISTRATION

Holidays

The following days are established as College holidays for Community College District 535, and are designated as paid days off for administrators:

- New Year's Day - January 1
- Martin Luther King's Birthday - Third Monday in January
- Presidents' Day - Third Monday in February
- Memorial Day - Last Monday in May
- Juneteenth - June 19
- Independence Day - July 4
- Labor Day - First Monday in September
- Veterans Day - November 11
- Thanksgiving Recess - Fourth Thursday and subsequent Friday in November
- Day of Christmas Eve - December 24
- Christmas Day - December 25
- Holiday Recess - Days between December 25 and January 1

Administrators will also receive two (2) floating holiday per fiscal year.

In the event that a legal holiday falls on Saturday, it will be observed on the preceding Friday, and in the event that a legal holiday falls on Sunday, it will be observed on the following Monday. During the summer term, when a holiday falls on a Friday or Saturday, a floating holiday shall be granted.