



CHAPTER 2 College Personnel – Personnel General	SECTION NO. 2.13
REFERENCE 2.13.19.06 Personal Leave	<i>Adopted: October 12, 2010</i>
	<i>Reviewed: September 14, 2010; October 11, 2016; February 13, 2024</i>
	<i>Revised: October 11, 2016; February 13, 2024</i>

Effective January 1, 2024, Non-bargaining unit full-time employees may use five (5) days of an employee’s fifteen (15) sick leave days as personal leave days, specifically for the purpose of completing personal business and complying with the Illinois Paid Leave for All Workers Act. Eligible employees working less than 1560 hours annually are eligible for personal leave. Employees working 1560 hours or more are eligible for personal leave.

Newly hired non-bargaining unit employees will have a 90-day waiting period before using personal days.

Employees hired during the fiscal year will receive a pro-rata number of hours upon hire.

Non-bargaining unit employees may use personal leave for any reason of their choosing in increments of at least one-half hour.

Where foreseeable, employees should provide at least seven (7) days’ notice. Otherwise, the leave request should be made as soon as possible.

Non-bargaining unit employees rehired within 12 months of the date of termination of employment with the College will be reinstated with any previously unused personal time, if applicable to their position.

Under the Illinois Paid Leave for All Workers Act, short-term employees in higher education are excluded from the mandate and are ineligible for personal leave. Short-term employees are defined as being employed for less than two (2) consecutive calendar quarters; and have no reasonable expectation that they will be rehired by the same employer for the same service in a subsequent year.

The Act provides that paid leave shall accrue at the rate of one hour for every 40 hours worked, up to a maximum accrual of 40 hours. Therefore, any employee in the below employee groups that are not expected to work 40 hours during the year would be excluded from accruing personal leave.

- A. Administrators, Professional Staff, Grant-Funded Professional Staff, Confidential Staff, and Grant-Funded Support Staff Employees: Each full-time employee will be entitled to fifteen (15) sick leave days per year and five (5) of those days will be available to be used as personal leave days, front loaded at the beginning of each fiscal year.
 1. Administrators, Professional Staff, Grant-Funded Professional Staff, Confidential Staff and Grant-Funded Support Staff working 50% fte and above: Employees with unused personal leave hours at the end of each fiscal year will have those days rolled back into the employee’s sick leave bank and may be eligible to be paid out at the time of termination, resignation, or retirement.
 2. Administrators, Professional Staff, Grant-Funded Professional Staff, Confidential Staff and Grant-Funded Support Staff working below 50% fte: Personal leave hours must be used by the end of each fiscal year. Unused personal leave hours are forfeited and not paid at the time of termination, resignation, or retirement.



- B. Part-Time Benefited Staff Employees: Each eligible part-time benefited staff employee will receive personal leave in an amount based on their scheduled hours, front loaded at the beginning of each fiscal year. Part-Time Benefited Staff employees with unused personal leave hours at the end of each fiscal year will have those days rolled back into the employee's sick leave bank and will be eligible to be paid out at the time of termination, resignation, or retirement.
- C. Part-Time Non-Benefited Staff Employees: Each eligible part-time non-benefited employee, including coaches, assistant coaches and those generally hired on limited term assignment, usually on a semester-to-semester basis will receive personal leave in an amount based on their scheduled hours, front loaded at the beginning of each fiscal year. Personal leave hours must be used by the end of each fiscal year. Unused personal leave hours are forfeited and not paid at the time of termination, resignation, or retirement.
- D. Temporary Staff: Employees working in a temporary staff position for a period longer than 2 consecutive calendar quarters will qualify for personal leave at a pro-rated amount. Personal leave hours must be used by the end of each fiscal year. Unused personal leave hours are forfeited and not paid at the time of termination, resignation, or retirement.
- E. KCAEA Bargaining Unit Employees: See the KCAEA Bargaining Unit Agreement for details.
- F. KCEA Bargaining Unit Employees: See the KCEA Bargaining Unit Agreement for details.
- G. KCSS Bargaining Unit Employees: See the KCSS Bargaining Unit Agreement for details.
- H. Temporary Full-Time Faculty: Temporary full-time faculty generally hired on limited term assignments, (usually on a semester-to-semester basis) will receive personal leave in an amount based on their scheduled hours, front loaded at the beginning of each assignment. All leave hours for temporary full-time faculty must be used by the end of each assignment. Unused personal leave hours at the end of each assignment are forfeited and are not paid at the time of termination, resignation, or retirement.

If an employee is on personal leave during College official school closings, personal leave time will not be charged for such days.

Employees covered by a collective bargaining agreement will have this policy administered consistent with their respective agreements.