

Procedures for Implementing Board Policy: Administrative Personnel

Section A - Fringe Benefits

1. All administrators, during the term of their employment, shall be accorded the following fringe benefits at district expense:
 - a. Family health and dental insurance;
 - b. Two times the individual's annual base salary, up to a maximum of \$500,000 in basic life insurance, and up to two times the administrator's annual salary in accidental death and dismemberment insurance, up to a maximum of \$500,000;
 - c. Partial or full reimbursement for membership in professional organizations as approved by the administrator's supervisor;
 - d. Professional leave at full reimbursement as outlined in Board Policy and Procedures 6040 as approved by the administrator's supervisor;
 - e. Personal leave of 2 days per school year for urgent personal or family matters that require the administrator's presence during the school day and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods.

Personal leave may be accumulated from year to year up to a maximum of 5 days. At no time may an administrator be credited with more than 5 personal leave days. Any days, in excess of 5 will be transferred to sick leave.

Upon termination/retirement, all unused accumulated personal days will be reported to the Teacher Retirement System for service credit upon the administrator's retirement.

Application for personal leave with pay shall be submitted by the administrator to their supervisor. The application shall be made at least one week before taking said leave, if possible.

In the event of an emergency, notice shall be provided as soon as possible. A statement setting forth the nature of the emergency shall be submitted in writing immediately upon return to school.

It shall be standard practice that no leaves be taken under this section on the day before or day following any school holiday or vacation. However, the superintendent can make exceptions to this rule in unusual circumstances.

- f. Sick leave of 15 days per year;
- g. Participation in the administrative sick leave bank as provided in Board Policy 6280;
- h. Sabbatical leave as approved by the Board of Education;
- i. Tuition reimbursement in full when courses are approved in advance by the superintendent or designee;
- j. Vacation for personnel as indicated below:

Years of Experience in the District	Vacation Days per Year	
	260-Day Calendar	239-Day Calendar
1st year through 5th year	20 days	18 days
6th year through 10th year	21 days	19 days
11th year through 15th year	22 days	20 days
16th year through 20th year	23 days	21 days
21st year through 25th year	24 days	22 days
26th year and beyond	25 days	23 days
Vacation is earned and accrued on a monthly basis.		

Administrators may apply for vacation by submitting a request at least 10 days prior to the requested vacation time to their immediate supervisor through the process outlined by the Human Resources Department. The administrator’s supervisor will approve or disapprove the request.

At no time may an administrator be credited with more than 40 vacation days and the Board reserves the right to require any employee to use accumulated vacation days in lieu of being present for work. Any days, in excess of 40, will be transferred to personal leave.

- k. District-recognized legal and granted holidays that fall within the administrator’s designated work calendar as provided by Board Policy 3025;
- l. Voluntary termination benefits as provided in Board Policy 6100;

- m. Annual registration of state licensure; and
- n. Attendance at administrative academies, as required for state licensure.

Section B - Employees to be Covered Under Administrative Personnel Policy

Individuals who are responsible for leading and overseeing the operations of one or more functional areas of a school or district department, directly supervise and evaluate personnel, responsible for serving as a budget manager for a functional area, responsible for ensuring compliance with local, state, and federal laws, or who are classified as administrative personnel by the Board of Education.

Licensed Personnel:

- All individuals employed in a position requiring an Professional Educator License with an administrative endorsement, as identified on the applicable job description in accordance with Illinois School Code.

Non-Licensed Personnel:

- All individuals employed in a management position that does not require a Professional Educator License with an administrative endorsement, as identified on the applicable job description.

A current list of Licensed and Non-Licensed Personnel will be maintained by the superintendent or designee.

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