# 2021-2022 Administrative Fellowship Fringe Benefits

**HEALTH INSURANCE**  
Single Coverage Provided by Board

**DENTAL INSURANCE**  
Single Coverage

**LIFE INSURANCE**  
$100,000 Policy

**DISABILITY INSURANCE**  
70% Covered Salary

**WORKERS COMP**  
All employees are covered

**IPERS**  
Statutory Requirement

**FICA**  
Statutory Requirement

**HOLIDAYS**  
- Spring Break
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving (3 days)
- Winter Break (10 days)
- MLK Day

**SICK LEAVE**  
Sick leave with full pay is accumulated in the following manner:  
(May accumulate a total of 150 days)

- Fifteen (15) days per year
- (May use 6 days sick leave for illness of family member)

**PERSONAL LEAVE**  
3 days (carry over 2 with max of 5)

**BEREAVEMENT**  
Absence due to death in the immediate family shall be paid in full not to exceed five (5) days. The immediate family shall be considered to mean: the employee’s spouse/domestic partner, and the child, foster child, stepchild, legal ward, son-in-law, daughter-in-law, parent, foster parent, step-parent, father-in-law, mother-in-law, brother, sister, foster brother, step brother, foster sister, step sister, brother-in-law, sister-in-law, grandchild,
aunt, uncle, niece, nephew, grandmother, grandfather or great relative in any of the above mentioned categories of the employee or the employee’s spouse/domestic partner.

Bereavement leave may commence on the day of the family member’s death. If circumstances require bereavement leave be used in non-consecutive days, such use is permissible.

One day of bereavement can be used per school year that is unrestricted for friend, neighbor, distant relative, etc.

**Bereavement Leave for Funerals of People Associated with the School District**

Leave for funerals of people associated with the school district shall be handled in the following manner:

A. Deaths of people currently employed or a student enrolled in the district. Employees who are in the same building or who worked directly with the deceased employee may be excused for the funeral without any leave being charged against their absence. Other employees may use emergency leave.

B. Deaths of people who worked in the district during the past five (5) years, but who are presently not employed by the district. Buildings may send a representative of staff (3-5 people) to the funeral without any leave being charged. All other employees may use granted emergency leave.

C. In other circumstances emergency leave may be granted for employees to attend the funeral or spend time with the family.

**Additional Information:**

- In accordance with Board Policies 405-409, employees are expected to conduct themselves in a professional manner and attend work daily. Unless an emergency arises, sick leave (including family illness) should be entered prior to beginning of work day. Vacation, personal and unpaid leave must be approved by the supervisory in advance and must be submitted for approval at least three work days prior to the requested leave dates. Employees that take excessive leave and/or do not enter leave correctly and timely will be subject to discipline which could include termination.