









## SICK LEAVE and EXTENDED LEAVES

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
SICK LEAVE	The College	Upon employment	20 workdays of sick leave per fiscal year. Maximum carryover is 300 days in addition to the current year accrual. Up to 10 days per year can be used for illness in immediate family. Immediate family is defined for the purpose of paid family leave as child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. Sick leave days are prorated for newly eligible employees. Please refer to the <a href="#">Administrator's Information Guidebook</a> for specific information.
HEALTH LEAVE BANK	The College	6 months after enrollment	Health Leave Bank allows a match up to the employee's accumulated sick leave (maximum of 60 days) at the beginning of each fiscal year (7/1) after paid leave is exhausted. Refer to the Employee Portal ( <a href="#">insideCOD</a> ) for specific guidelines.
EXTENDED HEALTH LEAVE	The Employee	Upon employment	Unpaid Health Leave may be granted for up to 1 year. Employees may use all sick days accrued during this period. Service credit is accrued for up to 1 year while on leave. Medical/Dental coverage for self and dependents may be continued at employee's expense (current group rate) during leave.
FAMILY MEDICAL LEAVE ACT (FMLA)	The College	After 1 year of employment and 1,250 hours or more	Up to 12 weeks of unpaid leave with benefits continued as an active employee. Contact Human Resources for FMLA paperwork and information.
PERSONAL LEAVE OF ABSENCE/EDUCATIONAL	The Employee	Upon employment	Unpaid absence for personal or educational leave may be granted for up to 1 year without pay. Must apply in writing and receive prior approval. Medical/Dental coverage for self and dependents may be continued at employee's expense (current group rate) during leave.
PERSONAL DAYS	The College	Upon employment	5 personal days allowed per fiscal year. Subtracted from sick time.

***Benefits are subject to change***

## RETIREMENT and SAVINGS

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
<b>SURS</b>	<p>The Employee contributes 8% of gross compensation</p> <p>New Hires after 7/1/2023 will be auto enrolled into a 3% contribution towards a deferred compensation plan. Employees have 90 days to opt-out of that enrollment.</p>	Upon employment	Employee is eligible to receive a retirement benefit after satisfying certain SURS age and length of service requirements. SURS will send the employee information.
<b>COLLEGE OF DUPAGE BENEFITS ELIGIBLE RETIREMENT</b>	The College	<p>Upon completion of at least 10 years of consecutive full-time service with COD immediately preceding retirement date and meets the minimum requirements to receive a SURS retirement annuity as of the date of retirement, and submits written notice of intention to retire to the Board of Trustees (through the President) no less than 6 months prior to retirement date.</p>	<p>Benefit eligible retiree is reimbursed up to \$2200 for medical insurance premiums up to age 65, age 65 and over up to \$1200 a year. \$10,000 paid life insurance policy is also issued to retiree for up to 5 years after retirement. Retirees and their eligible dependents may take credit classes through the College, paying 1/2 of the in-district tuition rate plus all fees. Registration dates may be found on-line at <a href="http://www.cod.edu/registration">www.cod.edu/registration</a>, or call Registration Services at (630) 942-2377.</p>
<b>SURS/RETIREE HEALTH INSURANCE</b>	The Employee	Upon benefited employment	Mandatory .75% of gross deducted post-tax to offset SURS Health Insurance available at retirement.
<b>MEDICARE</b>	The Employee	Upon employment	Employees hired after 4/86 have 1.45% of gross compensation withheld for Medicare.
<b>403b AND 457 PLANS</b>	The Employee	Upon employment	Contributions are voluntary and made through payroll deductions. Visit the Plan Administrator website <a href="#">Valic</a> for additional information. New enrollments call (888) 569-7055. Current participants call (800) 448-2542.
<b>FLEXIBLE SPENDING ACCOUNT</b>	The Employee	Upon employment	The College offers Flexible Spending Accounts (pre-tax) for medical and dependent care expenses.

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## MISCELLANEOUS

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
JURY DUTY	The College	Upon employment	Employees continue to collect their regular salary while on jury duty, but not in addition to jury pay. Jury pay is turned into the Cashier's Office.
WITNESS DUTY	The College	Upon employment	Up to 2 days leave with pay may be granted for witness duty when subpoenaed for judicial proceedings. Any witness duty pay is turned into the Cashier's Office.
MILITARY SERVICE PHYSICAL EXAMS	The College	Upon employment	1 day leave with pay will be granted for a physical examination required for military duty.
RESERVE UNITS	The cost is shared between the Employee and the College	Upon employment	When summoned for duty in a reserve unit, the College will pay the employee the difference between military pay and the College pay, not to exceed 10 days. After 10 days, leave without pay is granted.
FREE CHECK CASHING	The College	Upon employment	Employees may cash personal checks up to \$50 (at no charge) at the Cashiers Office. Must have employee ID.
DIRECT DEPOSIT	N/A	Upon employment	Employee paychecks are directly deposited into the employee's designated account. Complete the direct deposit form and attach a voided check or deposit ticket. Contact the Payroll Department for more information.
LIBRARY	The College	Upon employment	Use of the College Library requires an employee ID.
BOOKSTORE AND GREENHOUSE	The College	Upon employment	Employees receive a 10% discount at the campus bookstore and a 10% discount at the greenhouse with an employee ID.
ATHLETIC FACILITIES	The cost is shared between the Employee and the College	Upon employment	Employees receive discounted membership rates to the Chaparral Fitness Center in the Physical Education Building. Contact the Fitness Center for information.
EMPLOYEE DISCOUNT PROGRAM	The Employee	Upon employment	A detailed list of discounts available to employees is on <a href="#">insideCOD</a> .

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## EDUCATIONAL DEVELOPMENT and TUITION WAIVER

BENEFIT	WHO PAYS	ELIGIBILITY	BENEFITS RECEIVED
<b>TUITION WAIVER</b>	The cost is shared between the Employee and the College	Upon employment	Employees and their income tax dependents may take credit classes through the College with reduced tuition. Employees pay 1/3 of in-district rates plus all fees. Employees and dependents may register on or after the registration date for employees as published by the COD Registration Office. Prior to dependents registering, the Tuition Waiver Dependent Verification Form (available on <a href="#">insideCOD/Forms Library</a> ) must be completed each calendar year.
<b>TUITION REIMBURSEMENT AND EDUCATIONAL/ PROFESSIONAL DEVELOPMENT</b>	The College	Upon employment	Up to \$1850 per fiscal year is available for tuition reimbursement with <b><i>prior approval</i></b> . Of the \$1850, up to \$500 of that may be used for professional dues; up to \$240 may be used for health club membership, Weight Watchers or a similar program; up to \$600 per year may be used to reimburse pre-approved travel related expenses. The Professional Development Form, (available on <a href="#">insideCOD/Forms Library</a> ) must be completed.

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## BENEFITS DIRECTORY

Blue Cross Blue Shield of Illinois PPOs		<a href="#">Blue Cross Blue Shield of Illinois</a>
Customer Service	(800) 458-6024	<b>NOTE:</b>
Pre-Authorization Medical Pre-Authorization Mental Health/Substance Abuse	(800) 635-1928 (800) 851-7498	<b>THESE PHONE NUMBERS ARE</b>
Provider Locator	(800) 810-2583	<b>ON THE BACK OF YOUR</b>
24/7 Nurseline	(800) 299-0274	<b>BCBS CARD</b>
Pharmacy Program (Prime) Prime Mail Order Services	(877) 794-3574 (800) 423-1973	<a href="#">Prime Therapeutics</a>
Blue Cross Blue Shield & Blue Advantage HMO		<a href="#">Blue Cross Blue Shield of Illinois</a>
Customer Service	(800) 892-2803	<b>NOTE: THESE PHONE NUMBERS ARE ON THE BACK</b>
Substance Abuse	(800) 346-3986	<b>OF YOUR BCBS CARD</b>
Pharmacy Program (Prime) Prime Mail Order Services	(877) 794-3574 (800) 423-1973	<a href="#">Prime Therapeutics</a>
Delta Dental of Illinois PPO Delta Dental – DeltaCare HMO	(800) 323-1743 (800) 942-3772	<a href="#">Delta Dental</a>
Employee Assistance Program (EAP)	(888) 933-1327	<a href="#">Northwestern Medicine EAP</a> Employee Assistance Program
Flexible Spending/Health Savings Accounts	(888) 868-3539	<a href="#">Ameriflex - HSA</a> <a href="#">Ameriflex - FSA</a>
403b/457 Plans: AIG	New enrollments: (888) 569-7055 Current participants: (800) 448-2542	<a href="#">AIG</a>
Reliance Standard (Long term disability and life insurance)	(800) 351-7500	<a href="#">Reliance Standard</a>
Social Security Administration	(800) 772-1213	<a href="#">Social Security Administration</a>
State Universities Retirement System (SURS)	(800) 275-7877	<a href="#">SURS</a>
Long Term Care and Elder Care	(877) 485-2318	<a href="#">LTC/Eldercare</a>
Vision Service Plan	(800) 877-7195	<a href="#">VSP</a>

**Contact the Benefits Department with Questions:**

Phone: 630-942-3030

Email: [benefits@cod.edu](mailto:benefits@cod.edu)