



---

**BENEFIT SHEET**  
**NON UNION CLASSIFIED 12 MONTH**  
**ADMINISTRATIVE ASSISTANT**  
HUMAN RESOURCES  
SCHOOL DISTRICT U-46

---

<b>ELIGIBILITY</b>	Full-time salaried employees are eligible for participation in the District's benefit plan.
<b>WAITING PERIOD</b>	None
<b>VACATION DAYS</b>	1 - 5 Years    10 days 6 - 8 Years    15 days 9+ Years    20 days
<b>BREAK DAYS</b>	6 days to be taken during the Christmas break, spring break or anytime in between.
<b>HOLIDAYS</b>	14 paid holidays – New Year's Day, MLK, Presidents Day, Spring Holiday, Memorial Day, Juneteenth National Freedom Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day
<b>PERSONAL DAYS</b>	3 days - Unused days will convert to sick days at the end of school year and may accumulate up to 240 days of service credit at retirement with Illinois Municipal Retirement Fund (IMRF).
<b>SICK DAYS</b>	12 days - unused sick days may accumulate for service credit at retirement with Illinois Municipal Retirement Fund (IMRF).
<b>BEREAVEMENT DAYS</b>	3 days – in the event of a death in the immediate family (parent, spouse, child, sibling, grandparents, parents-in-law, siblings-in-law, step-family of the foregoing relatives, those employee has had legal guardianship and relatives living in the employee's immediate household)
<b>HEALTH INSURANCE</b>	Choice of three PPO plans administered by United Healthcare: A traditional PPO and two high deductible health plans (HDHP) with health savings account (HSA). Those electing a HDHP plan may make their own contributions to their HSA and will also receive an employer contribution. Employees pay 15% of the total premium.
<b>VISION INSURANCE</b>	Voluntary vision plan with EyeMed Vision Care for employee and dependents.
<b>DENTAL INSURANCE</b>	PPO plan administered by United Healthcare. Single coverage paid by the District. Family coverage is also available at full cost.
<b>LIFE INSURANCE</b>	District provides \$50,000 of paid term life insurance. Additional supplemental life insurance may be purchased via payroll deduction for employees, spouses and dependent children. Basic and Supplemental amounts cannot exceed a combined maximum of five (5) times earnings.

**DEPENDENT CARE  
FLEXIBLE SPENDING  
ACCOUNT**

Dependent (Child or Elder) Care Account. The School District U-46 Board of Education provides a Section 125 Plan: Allows employees to use pre-tax dollars to pay for dependent day care for your child or adult dependent.

**PENSION**

Illinois Municipal Retirement Fund (IMRF)  
IMRF will mail benefit booklet to all new participants  
Contact: (800) 275-4673  
Website: <https://www.imrf.org/>

**RETIREE INSURANCE**

Single health insurance extended at 50% of the current single rate, up to a maximum of \$4,000 per year for 60 months or until the employee reaches age of Medicare eligibility, whichever comes first. Cost of family coverage and any increases in the cost of individual and/or family coverage are retiree responsibility.

**DISABILITY**

Administered through IMRF – employees are eligible after 12 consecutive months of IMRF service credit.

**DIRECT DEPOSIT**

Direct Deposit of your paycheck to the financial institution of your choice. Financial Service/Payroll phone number: 847-888-5000 extension 5013

**\*In accordance with Section 5.331 of School Board Policy, and unless specified otherwise in a collective bargaining agreement or contract for employment, vacation and sick day hours shall be accrued as earned on a pro-rated basis.**

**This document is a general overview of your benefits. Some of these benefits may change based on the hours worked and the position being filled.**