

Educational Support Personnel – Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 240 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after 3 days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee’s faith. If the Board or Superintendent requires a certificate during a leave of less than 3 days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

| <u>Length of Employment</u> | | <u>Monthly Accumulation</u> | <u>Maximum Vacation Leave Earned Per Year</u> |
|-----------------------------|-----------------------------------|-----------------------------|---|
| <u>From:</u> | <u>To:</u> | | |
| Start of employment | End of 2 nd fiscal yr. | .42 days | 5 Days per year |
| Beginning of year 3 | End of year 5 | 0.83 Days | 10 Days per year |
| Beginning of year 6 | End of year 15 | 1.25 Days | 15 Days per year |
| Beginning of year 16 | End of year | 1.67 Days | 20 Days per year |

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

In practice, the District allows 12-month employees a 2-month grace period (July and August of the next fiscal year) in which to use the previous year's allotment of vacation days. However, at any given time, an employee is only eligible to use vacation leave earned for a specific fiscal year. This means that an employee who intends to use vacation leave from the previous year in July and August is not, during those months, also eligible to use vacation leave granted for the next fiscal year.

Holidays

Unless the District receives a waiver or modification of The School Code pursuant to Section 2-3.25g allowing it to schedule school on a holiday listed below, District employees will not be required to work on:

| | |
|-----------------------------------|------------------|
| New Year's Eve | Labor Day |
| New Year's Day | Veterans' Day |
| Martin Luther King Jr.'s Birthday | Thanksgiving Day |
| Presidents' Day | Christmas Eve |
| Memorial Day | Christmas Day |
| Independence Day | |

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave

12-month educational support personnel have 3 paid personal leave days per year; 9-month personnel have 2 paid personal leave days per year; part-time and seasonal support personnel have 1 paid personal leave per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal 3 days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last 5 days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-quarter day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.
7. Employees are reimbursed for each ½ day of unused personal leave
8. Personal leave not accumulative from year to year

All 12-month and 9-month personnel are eligible for reimbursement unused personal leave at the end of the school year for at the rate of ½ day of pay at their daily rate for each unused day.

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.

LEGAL REF.: 20 ILCS 1805/30.1 et seq.

105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.

820 ILCS 147 and 180/1 et seq.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Professional Personnel - Leaves of Absence)

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