

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.

Definitions

- ~~1. Educational Support Personnel whose employment day is more than seven and one-half (7.5) hours, are defined as full-time.~~
- ~~2. Educational Support Personnel whose employment day is equal to or less than seven and one-half (7.5) hours are defined as part-time.~~

Sick and Bereavement Leave

- ~~1. Each employee shall be allowed during each fiscal Full or part-time educational support personnel who work at least 600 hours per year one (1) equivalent work day of receive 10 paid sick leave each month without loss of pay. Twelve month employees will receive 12 days annually, eleven month per year. Part-time employees will receive 11 days annually and ten-month employees will receive 10 days annually.~~
- ~~2. Each employee shall be allowed to sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate up to 240 equivalent days of sick leave, through continuous employment with to a maximum of 180 days, including the District.~~
- ~~3. If an employee was absent for a period of four (4) days or more for illness, a doctor's statement will be required prior to leave of the employee returning to work. If the employee is absent for serious illness or for hospitalization, a doctor's release for regular duties must be presented before returning to work-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~~three 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 ~~or Wisconsin~~ to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice registered 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~~three 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

~~Full~~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>		
<u>Beginning of year 2</u>	<u>End of year 5</u>	<u>0.83 Days</u>	<u>10 Days per year</u>
<u>Beginning of year 6</u>	<u>End of year 15</u>	<u>1.25 Days</u>	<u>15 Days per year</u>
<u>Beginning of year 16</u>	<u>End of year</u>	<u>1.67 Days</u>	<u>20 Days per year</u>

~~1. Part-time employees – 12 months employees shall be who work at least half-time are entitled to vacation with days on the same basis as full-time employees, but the pay as follows: During their first or probationary year: No vacation authorized or accrued After will be based on the employee’s one year anniversary: 10 vacation days per year After the employee’s fifth year anniversary: 15 average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation days per year.~~

~~2. Twelve month employees who are not full time will earn vacation on a prorated basis.~~

~~3. Vacation: Vacation and leave days are not cumulative. The employee must use accrued vacation days during the year that vacation time is accruing plus an additional six months or the vacation days will be lost.~~

~~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 unused earned vacation accrued prior to their leaving the district’s employ-.~~

Insurance/Annuity Benefits

~~1. Full time employees are entitled to District insurance/annuity benefits.~~

~~2. Part time employees shall not receive District insurance/annuity benefits.~~

~~3. —~~

Leave of Absence

~~1. Employees may be granted up to one (1) year leave of absence without pay and benefits. Requests for such leave should be made in writing and submitted to the Superintendent for approval.~~

~~2. Leave of absence requests for more than twelve (12) weeks must be approved by the Board.~~

Holidays

Unless the District has a waiver or modification of the School ~~code~~Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a holiday listed below, ~~School~~District ~~12-month~~ employees will not be required to work on:

- | | |
|--|--|
| New Year's Year’s Day | Columbus Labor Day |
| Martin Luther King's King Jr.’s Birthday | Veteran's Columbus Day |
| President’s Day or Abraham Lincoln’s Birthday | Thanksgiving Veteran’s Day |
| Good Friday Casimir Pulaski’s Birthday | Friday after Thanksgiving Day |
| Memorial Day | Christmas Eve Day |
| Independence Day | Christmas Day |
| Labor Day | New Years Eve Day |

~~In the event the Board seeks and receives a waiver that allows student attendance on any of the identified holidays, the employees shall work on that day for straight time and shall receive a floating holiday. In the event the holiday falls on a weekend, the employee shall receive a floating holiday. Floating holidays are subject to the same conditions as personal leave days.~~

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

~~Educational~~ Full-time educational support personnel have ~~four (4)~~ one paid personal leave ~~days equivalent to their regular workday~~ day 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 ~~or employee's supervisor~~ 3 ~~three~~ 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 ~~five~~ days of the school year, unless the Superintendent grants prior approval.
~~prior approval.~~
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary ~~replacement's~~ 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~~ employee's absence would create an undue hardship.
- ~~7. Any personal leave days not used by June 30th of each school year will be accumulated as sick leave days.~~

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~~ Ill. 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.
4. Child Bereavement Leave.
5. Leave to serve as an election judge.

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/~~, School Visitation Rights Act.
 820 ILCS 154 ~~/~~, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.
School Dist. 151 v. ISBE, 507 N.E.2d 134 (154 Ill.App.1, 3d 375 (1st Dist. 1987);
Elder v. School Sch. Dist. No.127 1/2, 208 N.E.2d 423 (60 Ill.App.1, 2d 56 (1st
Dist. 1965).

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

ADOPTED: November 6, 2001

AMENDED: February 21, 2017