

## **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 year one (1) equivalent work day of sick leave each month without loss of pay. Twelve-month employees will receive 12 days annually, eleven-month employees will receive 11 days annually and ten-month employees will receive 10 days annually.
2. Each employee shall be allowed to accumulate up to 240 equivalent days of sick leave, through continuous employment with 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 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.

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 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 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**

1. Full-time employees - 12 months employees shall be entitled to vacation with pay as follows:  
During their first or probationary year: No vacation authorized or accrued  
After the employee's one year anniversary: 10 vacation days per year  
After the employee's fifth year anniversary: 15 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.

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* 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 Day	Columbus Day
Martin Luther King's Birthday	Veteran's Day
President's Day or Lincoln's Birthday	Thanksgiving Day
Good Friday	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 support personnel have four (4) personal leave days equivalent to their regular workday 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 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-half 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.

6. Personal leave may not be used when the employee's absence would create an undue hardship.
7. Any personal leave days not used by June 30<sup>th</sup> 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 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.
- 4.5. 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/.  
820 ILCS 154/.  
School Dist 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987); Elder v. School Dist.  
No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 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

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