

**General Personnel**  
**CERTIFIED PERSONNEL**

**Recognition of Attendance**

- I. Accumulated Sick Leave 0 to 355 days can be used for:
- A. Legitimate illness only

District Compensation from Employee: Reduction of accumulated sick leave days equal to one day for each day used.

II. Recognition of Attendance Days

An employee may accumulate recognition of attendance days at the conclusion of any school year in which his/her accumulated sick leave exceeds 355.

Recognition of attendance days can be used for:

- A. At the time of resignation, or retirement or the employee's discretion to access a reward incentive pay of 50% of the daily sub rate times the number of days over 355, except the employees last year of service, in which it will be the daily sub rate times the number of days over 340.

NOTE: Recognition of attendance days cannot be used for absence from work; therefore, it is clear that recognition of attendance days cannot be converted to sick leave days.

**Sick Leave for Which Policy Does Not Give Recognition**

This category is meant to address situations where certificated employees have sick days accumulated which cannot be turned into TRS for service credit and not compensated by our recognition of attendance policy, as noted in item II above. These days may result from thirty-eight years of State of Illinois creditable service, out of District (State recognized public school) sick leave, or sick leave from previous employment in District #9.

- A. If the employee has at least ten (10) years of service in District #9, he/she may receive compensation at one half of the substitute rate of pay per day times the number of unused sick leave days as follows. The maximum compensation will be twenty (20) days at one half of the substitute rate of pay per day, payable the last year of employment. Any portion of the incentive payment that would cause the creditable earnings to exceed 6% or 3%, (depending on the law in affect at the time) over the previous year's creditable earnings shall be held and paid post retirement in a lump sum 30 days after receipt of the last pay check.

The amount of compensation received will be reduced at the same rate for each day in excess of four (4) total “grace” sick leave days used during the last two (2) years of service.

It shall be the responsibility of each employee requesting compensation under Category III to provide a TRS Benefit Estimate to Human Resources to determine eligibility.

EXAMPLE 1: If an person had 170 accumulated sick leave days that could not be turned in for creditable service.

Next to last year:	170	Granite City Days accumulated.
	0	sick days used.
	<u>-0</u>	grace days used.
	0	potentially deducted from the max 20, depending on how many are used the following year.

Last year:	170	Granite City Days accumulated.
	10	sick days used.
	<u>-4</u>	grace days.
	6	deducted from the max 20.

Summary for payout:

Max Days for Payment at ½ sub rate:	20
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Total days used:	10
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Total grace days:	<u>-4</u>
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Days to be deducted from 20 day payout:	6	<b>20 days max-6 days=14 days @ ½ sub rate to be paid.</b>
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EXAMPLE 2: If an person had 170 accumulated sick leave days that could not be turned in for creditable service.

Next to last year:	170	Granite City Days accumulated.
	6	sick days used.
	<u>-2</u>	grace days used.
	4	potentially deducted from the max 20, depending on how many are used the following year.

Last year:	164	Granite City Days accumulated.
	4	sick days used.
	<u>-2</u>	grace days.
	2	potentially deducted from the max 20, depending on how many

Were used the previous year.

Summary for payout:

Max Days for Payment at ½ sub rate:	20
Total days used:	10
Total grace days:	<u>-4</u>
Days to be deducted from 20 day payout:	6 <b>20 days max-6 days=14 days @ ½ sub rate to be paid.</b>

**CLASSIFIED PERSONNEL**

I. Accumulated Sick Leave 0 to 240 days

A. 0 to 240 days of accumulated sick leave can be used for:

- 1) Legitimate illness only

District Compensation from Employee:

- 1) Reduction of accumulated sick leave days equal to one day for each day used.

II. Recognition of Attendance Days

A. An employee may accumulate recognition of attendance days at the conclusion of any school year in which his/her accumulated sick leave exceeds 240. Recognition of attendance days can be used for:

- 1) At the time of resignation, ~~or~~ retirement or the employee's discretion to access a reward incentive pay of 50% of daily sub rate times the number of days over 240.

NOTE: Recognition of attendance days cannot be used for absence from work; therefore, it is clear that recognition of attendance days cannot be converted to sick leave days.

The process above will be used for classified employees that have sick days accumulated which cannot be turned into IMRF for years for service credit.

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