

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 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 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 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

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

Non Administrative Technology Staff

An employee shall be credited June 1 of each calendar year the vacation days he/she has accrued.

1 Year	5 Days
2 Years to 4 Years	10 Days
5 Years to 9 Years	15 Days
10 Years to 14 Years	20 Days
15 Years +	25 Days

Horizontal/Vertical Longevity Placement on Wage Schedules and First Year Vacation and Sick Leave

Also, employees must be on a fully paid status the minimum number of days, as illustrated below, in each subsequent year to receive their annual step increase:

- 140 fully paid days (as scheduled) for 9 month personnel
- 165 fully paid days (as scheduled) for 10 month personnel
- 195 fully paid days (as scheduled) for 12 month personnel

Horizontal placement shall be based upon the most recent college transcripts of credits and degrees or vocational teaching status. Horizontal movement shall not be considered for any employee until he/she has submitted "Salary Adjustment Request" Form 5:330E2 to the Human Resources Office requesting a change in his/her placement on the salary schedule. Form 5:330 E2 must be received in the Human Resources Office no later than November 1st of a given year.

This policy shall not preclude contractual commitments.

Should any personnel be actively employed with differing scheduled work days within the same work year (i.e., transfer between July 1 and June 30) the lesser number of fully paid days shall be applied.

Vacation and sick leave during the first year of employment will be prorated using the first day personnel report to work as the base day. This proration applies only to the fiscal year in which the individual is employed (July 1 thru June 30).

Vacation shall be prorated on the basis of five/ten of one day per month. Partial months shall not apply. Sick leave will be prorated on the basis of one day per calendar month not to exceed 10 days. Partial months shall not apply.

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, District employees will not be required to work on:

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|-----------------------------------|------------------|
| New Year's Day | Labor Day |
| Martin Luther King Jr.'s Birthday | Columbus Day |
| Abraham Lincoln's Birthday | Veteran's Day |
| Casimir Pulaski's Birthday | Thanksgiving Day |
| 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

See Contracts.

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.
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: 12/11/07

Revised: 1/8/08, 9/22/09, 11/10/09, 10/12/10, 4/12/11, 5/28/13, 9/23/14, 12/13/16