

PERSONNEL

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 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

Eligible employees will be entitled to sick leave as outlined in the collective bargaining agreement. If any employee does not use the full amount of annual leave allowed, the unused amount may accumulate to a maximum available leave of 340 days.

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.

The School Board will require a physician's certificate who is a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of such person's faith, as a condition for paying sick leave after three (3) days for personal illness, or as it deems necessary in other cases. If the Board requires a certificate during a leave of less than three (3) days for personal illness, the District shall pay the expenses incurred by the employee. The certificate should be given to the Superintendent or designee.

Educational support personnel may receive the same bereavement leave that is granted the professional staff.

Vacation

Full-time employees shall be eligible for paid vacation days according to the collective bargaining agreement.

Vacation days granted in one fiscal year must be used by the end of that fiscal year; they do not accumulate or carry over from year to year. Unused vacation days have no monetary value and are not paid out at the time of separation of employment or at the end of a fiscal year.

Holidays

Unless the District receives a waiver or modification of *The Illinois School Code* pursuant to Section 2-3.25g allowing it to schedule school on a holiday listed below,

Eligible employees will be paid for, holidays. 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

Eligible educational support personnel have paid personal leave based upon terms in the collective bargaining agreement.

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, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No.127 1/2, 60 Ill.App.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)

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