

## **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 Days**

Full or part-time educational support personnel who work at least 600 hours per year receive paid sick leave days based on the length of their work year. Teaching assistants, BACC, and bus drivers (175 days) receive 10 paid sick leave days, building secretaries (195 days) receive 12 paid sick leave days, and twelve month employees receive 15 sick leave days. Additionally, full or part-time educational support personnel who work at least 600 hours per year receive 2 personal leave days per year. The use of a personal day is subject to the same terms and conditions as professional personnel. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 300 days, plus the leave allotment of the current year.

Sick leave is defined in State law as personal illness, mental or behavioral complications, 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 to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois to providing ongoing care or treatment to the staff member (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) 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

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

Length of Employment From:	Length of Employment To:	Monthly Accumulation	Maximum Vacation Leave Earned Per Year
Beginning of Year 1	End of Year 5	0.83	10 Days per year
Beginning of Year 6	End of Year 10	1.25	15 Days per year
Beginning of Year 11	End of Year	1.66	20 Days per year

Plus one additional day beginning in year 11 will accrue yearly until a maximum of 25 vacation days are reached. Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the current fiscal year; they do not accumulate. However, with written approval from the Superintendent, an employee may carry over up to 40% of vacation days earned in the current fiscal year for use by the end of the next fiscal year, not to exceed 10 days. Therefore, the maximum vacation days available to an employee, at any one time, is 35 (thirty-five) days (25 days earned in the current year plus 10 (40% of 25) carried over from prior fiscal year.) Employees who moved into a 12 month position within the school district from a non-12 month position in the District, may be granted an additional .5 vacation days for every year of consecutive service worked upon hire, with a maximum of 10 days granted. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

## Holidays

Twelve month employees will be paid for 12 holidays. Specific holiday information will be provided on July 1<sup>st</sup> of each year by the Superintendent. Teacher aides, BACC and Transportation employees (175-days employed) will be paid for 7 holidays. Specific holiday information will be provided on July 1<sup>st</sup> of each year by the Superintendent.

Building Secretaries (195-days employed) will be paid for 8 holidays. Specific holiday information will be provided on July 1<sup>st</sup> of each year by the Superintendent. 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. Based on the annual school calendar adopted by the Board, if school is in session on any of the holidays listed above, then the administration will identify a substitute paid holiday.

## 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 State law.

Leave of Absence Without Pay

The Board may grant a leave of absence without pay to classified staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board. Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with the best interest of the school district.

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. Family Bereavement Leave.
4. Leaves for Victims of Domestic, Sexual Violence, or Gender Violence.
5. Leave to serve as an election judge.
6. COVID-19 Paid Administrative Leave.
7. Child Extended Bereavement Leave.

LEGAL REF.: 5/10-20.83 (final citation pending).  
105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6 and 5/24-6.3.  
820 ILCS 147 and 180/1 et seq. School Visitation Rights Act.  
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.  
820 ILCS 180/, Victims' Economic Security and Safety Act.  
820 ILCS 156/, Child Extended Bereavement Leave Act.

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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