

Edits

DRAFT UPDATE

Mid-Valley Special Education Cooperative

5:330

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Sick and Bereavement Leave/IMRF Service Credit Plan

Please refer to the following current agreements:

Professional Agreement between Mid-Valley Special Education Cooperative Executive Advisory Board and Mid-Valley Special Education Association-IEA/NEA.

~~Professional Agreement between Mid-Valley Special Education Cooperative Executive Advisory Board and the Therapy Association for Special Children-IEA/NEA.~~

For those employees not covered by these Agreements:

Full or part-time educational support personnel who work at least 600 hours per year receive 13 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 180 days, including the leave of the current year. This policy is the Cooperative's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon retirement under IMRF.

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 Executive Director 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 Advisory Board or Executive Director deem necessary in other cases, the Advisory Board or Executive Director 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 advisor or practitioner of the employee's faith.

Paid Sick Leave for Adoption

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 Executive Director may require that the employee provide evidence that the formal adoption process is underway.

Vacation

Please refer to the following current Agreement:

Professional Agreement between Mid-Valley Special Education Cooperative Executive Advisory Board and Mid-Valley Special Education Association-IEA/NEA.

For those employees not covered by this Agreement:

Vacation days will be determined by the Executive Director and approved by the Board.

Holidays

Please refer to the following current Agreement:

Professional Agreement between Mid-Valley Special Education Cooperative Executive Advisory Board and Mid-Valley Special Education Association-IEA/NEA.

Comment [APowell]:
Consult the board attorney about the Employee Sick Leave Act 820 ILCS 191/, added by P.A. 99-841, eff. 1-1-17. It prohibits employers from limiting the use of sick time to an employee's own illnesses and allows employees to use employer-provided sick leave to care for an ill or injured *family member* or to attend a medical appointment with a family member. The law defines family members as a child (biological, adopted, stepchild, or legal ward), spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent (Id. at 191/10(b)). Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury.

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For those employees not covered by this Agreement:

Holidays will be determined by the Executive Director or designee and approved by the Board.

Personal Leave

Please refer to the following current Agreements:

Professional Agreement between Mid-Valley Special Education Cooperative Executive Advisory Board and Mid-Valley Special Education Association-IEA/NEA.

~~Professional Agreement between Mid-Valley Special Education Cooperative Executive Advisory Board and the Therapy Association for Special Children, IEA/NEA.~~

For those employees not covered by these Agreements:

Personal leave will be determined by the Executive Director or designee and approved by the Board.

Parental Leave and Other Leaves of Absence, Accident or Injury Leave

Please refer to the following current Agreement:

Professional Agreement between Mid-Valley Special Education Cooperative Executive Advisory Board and Mid-Valley Special Education Association-IEA/NEA.

Non-Paid Leaves of Absence

Please refer to the following current Agreement:

~~Professional Agreement between Mid-Valley Special Education Cooperative Executive Advisory Board and the Therapy Association for Special Children, IEA/NEA.~~

Association Release Time

Please refer to the following current Agreements:

Professional Agreement between Mid-Valley Special Education Cooperative Executive Advisory Board and Mid-Valley Special Education Association-IEA/NEA.

~~Professional Agreement between Mid-Valley Special Education Cooperative Executive Advisory Board and the Therapy Association for Special Children, IEA/NEA.~~

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 Advisory 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.

Comment [APowell]2:
820 ILCS 1347, added by P.A. 99-703 requires employers to offer this unpaid leave to employees that are *eligible employees* under FMLA. (29 U.S.C. 2601 et seq.)
See the Child Bereavement Leave subhead in policy 5:250, *Professional Personnel - Leaves of Absence*, for further information.
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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), 6:20 (Calendar and Day)

ADOPTED: ~~November 4, 2015~~