

## Educational Support Personnel

### Sick Days, Vacation, Holidays, and Leaves

#### Sick and Bereavement 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:**

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.

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:**

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

Length of Employment		Monthly Accumulation	Maximum Vacation Leave Earned Per Year
From: <i>Months Employed</i>	To: <i>Years Employed</i>		
<i>0-59</i> Beginning of year 2	End of year 5	<i>0.83</i> days	10 days per year
<i>60-119</i> Beginning of year 6	End of year <i>10</i>	1.25 days	15 days per year
<i>120-179</i> Beginning of year 16	End of year <i>15</i>	<i>1.67</i> days	<i>20</i> days per year
<i>180+</i>	<i>15+</i>	<i>1.84</i>	<i>22 days per year</i>

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 Executive Director will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

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.**

For those employees not covered by this Agreement: *Holidays will be determined by*

~~MVSEC will guarantee thirteen (13) paid holidays per school year for twelve-month employees and eight (8) paid holidays for school term employees. If there is a State or federal government change to the naming of legal holidays, the administration will negotiate with the employees to continue to award eight (8) paid holidays to school term employees and thirteen (13) paid holidays to twelve month employees. If for any reason school was scheduled to be held on what is identified in these lists as a paid holiday, administration would negotiate an alternative paid day.~~

*the Executive Director or designee.*

The paid holidays are:

*and approval by the Board.*

12 Month Employees

School Term Employees

- ~~Day Adjacent to Independence Day~~
- ~~Independence Day~~
- ~~Labor Day~~
- ~~Columbus Day~~
- ~~Thanksgiving Day~~
- ~~Thanksgiving Friday~~
- ~~Christmas Eve Day~~
- ~~Christmas Day~~
- ~~New Year's Eve Day~~
- ~~New Year's Day~~
- ~~Martin Luther King Day~~
- ~~President's Day~~
- ~~Memorial Day~~

- ~~Floating Holiday (ESP only)~~
- ~~Labor Day~~
- ~~Columbus Day~~
- ~~Thanksgiving Day~~
- ~~Thanksgiving Friday~~
- ~~Martin Luther King Day~~
- ~~President's Day~~
- ~~Memorial Day~~

*From the contract*

~~Veterans Day will be a floating holiday for School Term non-certified staff. School Term Employees must submit in writing to their immediate supervisor at least three (3) days in advance of the requested absence to use the floating holiday. (NOTE: Employees in their first year of employment must have started their employment prior to November 11 to earn this holiday.)~~

~~In order to be eligible for holiday pay, an employee must work the full scheduled workday before and after the holiday, unless the employee's absence is approved in advance or is excused for sickness or illness and acceptable proof of same is provided to the MVSEC administration, if requested.~~

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:

~~Full-time educational support personnel have two paid personal leave days per year. The use of a personal day is subject to the following conditions:~~

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

1. ~~Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Coordinator 3 days before the requested date.~~
2. ~~No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last 5 days of the school year, unless the Executive Director or designee grants prior approval.~~
3. ~~Personal leave may not be used in increments of less than one-half day.~~
4. ~~Personal leave is subject to any necessary replacement's availability.~~

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.

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 180/1 et seq.

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: April 4, 2012