

MEMORANDUM OF AGREEMENT

BETWEEN

Dixon Public Schools #170

and

Dixon Education Support Personnel Association

The Dixon School District and the Dixon Education Support Personnel Association (DESPA) hereby enter this Memorandum of Understanding ("MOU"), to address Article XVI; 16.1 A. The parties agree as follows:

Change in Sick Days/Calculation of Sick Days¹

Article XVI: Sick Leave

Change the language to read as follows:

- A. **Grant and use of Sick Leave.** At the start of employment with the District, an employee will receive ten (10) sick leave days with full pay. Following the employee's ninth (9th) pay period of the hiring year, employees will earn (1) additional sick leave day per month to be added following the first(1st) day of each remaining month of the hiring year, for a maximum of fifteen (15) sick leave days with full pay during the first year of employment. Beginning with the second year in each subsequent year of employment with the District, each employee shall receive a total of fifteen (15) sick leave days with full pay per year. **Unused sick leave shall accumulate to Two hundred Forty (240) days.** An employee may use available or permitted sick leave for personal illness, quarantine at home, the serious illness or death of a member of the employee's immediate family or household, or birth, adoption or placement for adoption as set forth in Section 5/246 of *School Code*.105 ILCS 5/24-6. An employee's immediate family shall include parents, spouse, siblings, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, uncles, aunts, nephews, nieces, and stepchildren. ~~Sick leave may be used in hourly increments, where the period of time needed concludes at the end of a day. (Eg. One (1) hour after the designated start time/One (1) hour prior to the designated end time) If not at the beginning or end of the day, the time must be use in half or full day increments. The provision is to expressly allow employees to have short periods of time at the beginning or end of the day, where sick leave may be used.~~ **Sick leave may only be used in half day or full day increments.**

With Superintendent approval, up to two (2) sick days can be used as two (2) additional personal days within a given school year. Such personal leave days shall be used in accordance with 16.4 Personal Leave.



Conversion of accumulated sick leave hours to days

The June 30th 2025 pay stub will reflect current converted sick hour to sick days. The following formula will be used: Number of sick leave hours divided by seven (7) equals the number of sick leave days. Rounding up to half day or full day when necessary.

For example: $\frac{230 \text{ sick leave hours}}{7} = 32.85 \longrightarrow 33 \text{ days}$

$\frac{86 \text{ sick leave hours}}{7} = 12.28 \longrightarrow 12.5 \text{ days}$

The terms of this MOU shall remain in effect until the current contract expires, the day before the first day of the 2026-2027 school year.

Dated this _____ day of June 2025

DESPA Association President(s)

DPS #170 Board of Education President