

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves of Absence

Please refer to the appropriate Collective Bargaining Agreement. Confidential Employees, Technology Staff and Non-Certified Administrators should refer to their individual Employment Agreement.

Sick Leave and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year receive 10 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 days that IMRF will recognize for retirement credit purposes.

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.

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 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 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.

Sick leave days shall be allowed for bereavement purposes. Additionally, staff members may use up to two days of sick leave to attend a wedding of the staff member or a member of his or her immediate family.

Extended Sick Leave

Staff members absent for an extended period of time must keep the Human Resources Manager informed of how long they will be absent and when they may return.

The School Board may require a physician's certificate from 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, that of a spiritual adviser or practitioner of such person's faith, as a condition for paying sick leave after 3 days absence for personal illness, or as it deems necessary in other cases. If the Board requires a certificate during a leave of less than 3 days, it shall pay the expenses incurred by the employee.

Personal Leave

Please refer to the appropriate Collective Bargaining Agreement. Confidential Employees, technology staff and Non-Certified Administrators should refer to their individual Employment Agreement. Personal Leave may be taken accordingly as stated in Board Policy 5:250.

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.

Vacation

Please refer to the appropriate Collective Bargaining Agreement. Technology staff, Non-Certified Administrators and Confidential Employees should refer to their individual Employment Agreement.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year or the employee will lose them. Employees terminating their employment are entitled to remuneration for the amount of vacation earned to the date of termination. Vacation remuneration shall be paid only when employment is terminated by the action of the Board of Education or by a two weeks notice in writing by the employee.

Requests for vacations should be submitted to the employee's supervisor and must be approved by the Superintendent or his designee. Every effort will be made to meet the desires of the employee and the needs of the school system.

Holidays

Full-time educational support personnel are granted holidays as provided in their respective Collective Bargaining Agreement or Employment Agreement with the Board of Education.

For all employees for whom Independence Day is an enumerated paid holiday, the following days shall also be considered a part thereof:

1. If Independence Day falls on Tuesday, the preceding Monday shall also be a paid holiday;
2. If Independence Day falls on Thursday, the following Friday shall also be a paid holiday;
3. If Independence Day falls on Monday, Wednesday, or Friday, no additional day of holiday shall be granted.

The District may require educational support personnel employees to work on a legal school holiday during an emergency or for the continued operation and maintenance of facilities or property, except where contrary to the terms of a Collective Bargaining Agreement.

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.

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 (Leaves of Absence)

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