

Educational Support Personnel

5:330 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.

All non-certified employees will be allowed to use their sick, personal and vacation time in hours instead of ½ or full days.

Sick and Bereavement Leave

All non-certified employees will receive one (1) sick day per month, accumulating ten (10) days a year. Twelve-month employees will receive 13 days a year.

Employees eligible to participate in IMRF under the 600 hour standard or other such IMRF standards shall be entitled to no less than (10) days sick leave at full pay each year.

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.

Sick leave shall be interpreted to mean personal illness, mental or behavioral complications, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The Superintendent or designee shall monitor the use of employee's sick leave.

The following scale will increase available sick leave days for employees working 600 hours or 9 months as follows: (Employees with contracts exceeding 9 months will receive an additional day of sick leave for each additional month worked)

If 50 days are accumulated after 10 years of service 12 days

If 80 days are accumulated after 15 years of service 13 days

If 110 days are accumulated after 20 years of service 15 days

If 140 days are accumulated after 25 years of service 20 days

Employees who retire into the IMRF System will be paid an amount equal to \$5.00 per unused accumulated sick day up to a maximum of (240). Days used to purchase

retirement years will not be reimbursed. Sick days accumulated past the (240) cannot be used for purchase of retirement years or reimbursement from the district. Only days granted in this school district will be reimbursed.

As a condition for paying sick leave after three days absence for personal illness 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 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 three days for personal illness, the District shall pay the expenses incurred by the employee.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Three (3) paid days will be granted for reason of bereavement for death of each immediate family member. These days will not be charged against the employee's sick leave or personal leave. "Immediate family" shall include the employee's or employee's spouse's parents, step-parents, spouse, brothers, sisters, children, step-children, grandparents, grandchildren, parent-in-law, brother and sister-in-law, daughter-in-law, son-in-law, grandparent-in-law, nieces, nephews, aunts, uncles, legal guardians, and any legal dependent.

Vacation

After one year of continuous employment, year-round employees shall be eligible for paid vacation days according to the following schedule:

After one (1) year continuous employment – ten (10) working days

After ten (10) years continuous employment – fifteen (15) working days

After fifteen (15) years continuous employment – seventeen & one-half (17.5) working days

After twenty (20) years continuous employment –twenty (20) working days

If someone starts working mid-year, they must work a full year before they receive any vacation days.

For instance, the employee starts working on February 1st. When February 1st of the next year comes around, he/she will receive 10 days of vacation. When July 1 of that year comes around, he/she will receive pro-rated vacation days - .83 per month (10/12) for 5 months = $5 \times .83 = 4.15 = 4$ days. After that, every July 1st he/she will receive the vacation days coming to them for that year:

After 5 years of service – 12 days

After 10 years of service – 14 days

If 80 days are accumulated after 15 years of service – 16 days

If 110 days are accumulated after 20 years of service – 18 days

If 140 days are accumulated after 25 years of service – 20 days

Vacation is accrued each quarter at the rate of $\frac{1}{4}$ time of the total yearly allotment. Vacation days earned in one fiscal year must be used by the end of the following 15 months or the employee will lose them. Educational support personnel holding supervisor or confidential employment positions may carry over vacation for 1 year & 6 months before losing it. Employee terminating their employment is entitled to remuneration for the amount of vacation earned to the date of termination, provided they have been in the employ of the District for one year. Vacation remuneration shall be paid only when employment is terminated by the action of the School Board or by a two weeks notice in writing by the employee.

Requests for vacation should be submitted to the employee's supervisor one (1) week in advance and must be approved by the Superintendent. Every effort will be made to meet the desires of the employee and the needs of the school system.

There are times during the year when vacations may be denied by the supervisor/Superintendent due to the amount of workload. Employees should have alternate dates for vacation planned.

Holidays

School District full time 12 month employees will be paid for but will not be required to work on the holidays listed below unless the holiday is waived in the official school calendar and considered a day of student attendance. In the event that a holiday is waived and used for student attendance, the full time year round (12 month) employee will be expected to work on that holiday and will be given an extra day to his/her vacation day allotment for use at another time, with approval of his/her supervisor, during that year. Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

Day before New Year's	Labor Day
New Year's Day	Columbus Day
Martin Luther King Jr.'s Birthday	Veterans Day
Abraham Lincoln's Birthday or President's Day	2024 Election Day
Casimir Pulaski's Birthday	Thanksgiving Day
Friday before Easter	Day after Thanksgiving
Memorial Day	Day before Christmas
Juneteenth National Freedom Day	Christmas Day
Independence Day	

If the Fourth of July falls on Saturday, the employee will take Friday as the holiday. If it falls on a Sunday, the employee will take Monday as the holiday.

A holiday will not cause a deduction from an employee's time or compensation. 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.

Full time employees will be eligible for full day pay at their straight time rate, provided they meet the following requirements:

1. The employee must work within the payroll period during which the holiday occurs.
2. The employee must work the last scheduled working day before the holiday and the first scheduled work day after the holiday, unless on approved vacation or

approved personal leave. If a sick day is used, the employee must have a doctor's office notice.

Personal Leave/Special Leave

First year employees will receive (1) personal day immediately upon employment. Employee will then be on a nine (9) month probation and receive a second personal day after four (4) months of employment accumulating two (2) personal days a year. Educational support personnel holding supervisory or confidential positions shall receive three (3) personal days each school year.

Employees shall be given two (2) personal leave days per year by the School Board subject to the following conditions:

1. Personal leave days cannot be accumulated. Those days not used will be transferred to sick leave.
2. No reason need be given if five working days prior notice is given.
3. With less than five working days notice, written reason must be given to the immediate supervisor.
4. No days may be used immediately before or immediately after a holiday unless prior approval is granted by the immediate supervisor.
5. There are times during the year when personal days may be denied by the supervisor/Superintendent due to the amount of workload. Employees should have alternate dates for personal days planned. No more than two (2) employees may be gone at the same time in their department unless approved by the supervisor.
6. Teachers' Aides must follow the guidelines listed above. In addition to the above, aides will also go by the guidelines listed below:
 - a. Personal day requests must be made to appropriate principal forty-eight (48 hours) in advance of the day for which the leave is requested.
 - b. No personal leave will be granted for an absence occurring the day before or after the following holidays: Thanksgiving, Christmas, Easter or during the first 5 student attendance days or last 5 student attendance days of the school year or a day on which semester tests are scheduled.
 - c. No more than 2 aides, district wide, may be granted personal leave on the same day without the Superintendent's prior approval.

Leave to Serve as a Trustee of the Ill Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with State law.

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. Leave for Service in the Military.
2. Leave for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. Family Bereavement Leave.
6. Child Extended Bereavement Leave.
7. Leave to serve as an election judge.
8. COVID-19 Paid Administrative Leave.

LEGAL REF.:

105 ILCS 5/10-20.7b, 5/10-20.83, 5/24-2, 5/24-6, and 5/24-6.3.

10 ILCS 5/13-2.5, Election Code.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.

820 ILCS 147, School Visitation Rights Act.

820 ILCS 154/, Family Bereavement Leave Act.

820 ILCS 156/, Child Extended Bereavement Leave Act.

820 ILCS 180/, Victims' Economic Security and Safety Act.

School Dist 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 987); Elder v. Sch. Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

Adopted: December 13, 2023