

Educational Support Personnel

5:330 Sick Days, Vacation, Holidays, and Leaves

Medical Examination:

All newly-hired ESP employees employed by the Board of Education will be required to provide evidence to the Board of a physical examination and freedom from communicable disease in accordance with [Section 24-5](#) of the Illinois School Code must have testing no more than 90 days before presentation to the Board. The total cost of the required physical examination will be paid by the District if performed at a clinic or other medical facility selected by the District. If the clinic or other medical facility is not selected by the District, the District shall pay for the exam to be performed at such other facility up to the amount it would have paid if performed at the District's facility.

Sick Leave:

All ESP employees are eligible for 1 employee day sick leave for each month of employment per year (minimum 10, maximum 12) cumulative to 240 days. Employees with the 240 maximum days of accumulated sick leave will also be entitled to the annual 10 or 12 days sick leave for the current school year. A medical doctor certificate may be required from the employee by the Principal following any length of illness. After all paid sick leave options are exhausted; the pay deduction will be governed by the daily rate of pay. 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. Additional criteria for use of paid sick leave for birth, adoption, placement for adoption, and the acceptance of a child in need of foster care may be imposed by the Board in accordance with [Section 24-6](#) of Illinois School Code. The term "immediate family" shall include: (spouse, parents, children, brothers, sisters, grandparents, grandchildren, parents-in-law, legal guardians, and brothers/sisters-in-law).

Family Neonatal Intensive Care Leave

An unpaid leave from work up to 20 days is available to any staff member whose child is a patient in a neonatal intensive care unit (NICU) in accordance with the Family Neonatal Intensive Care Leave Act. The District may require reasonable verification of the employee's child's length of stay in the NICU.

Payment of Salary:

As of the commencement of the 2008-2009 school year, ESP student attendance day employees shall be paid per hours worked on any given 2 week time period at the next scheduled pay day. ESP student attendance day employees will no longer be given the option of receiving their salary distributed evenly over 26 pay periods, and any election to do so from any prior school year has been canceled by the District prior to the first paid day of the 2008-2009 school year.

Ill. Municipal Retirement Fund:

All ESP employees working 600 hours or more annually are eligible for IMRF benefits. For information regarding referral forms, temporary disability, rate of contribution, and all other benefits, ESP employees should see the latest bulletin or inquire at the District business office and a bulletin will be provided for your study.

Liability Insurance:

The School District carries liability insurance protecting all employees against financial loss and

expenses in case of alleged negligence or alleged wrongful act resulting in death, injury, or damage to or destruction of property while acting within the scope of school responsibilities under the direction of the School Board.

Worker's Compensation:

The School District carries Worker's Compensation Insurance for all employees. If an employee has an accident while at work or if it is proven that an illness has been contracted as a result of conditions at the place of employment, the employee is entitled to benefits under this coverage. Additional information may be obtained at the District business office.

Vacation:

The District grants its full-time, 12 month ESP employees vacation benefits. An employee must be employed from July 1 to June 30 (i.e., the full school year) of the preceding year to be eligible for the full vacation benefit. Vacation days are not granted during the first year of employment until the July 1 following the date of hire. Upon completion of one (1) full school year (July 1-June 30), on July 1 following such completion, the employee shall be granted ten (10) working days for use through the following June 30. If employee did not work the full year (July 1-June 30), vacation days will be prorated as such: $(\# \text{months worked} / \# \text{months in contract year}) * 10$. Ten days shall be granted each July 1 thereafter through completion of the employee's ninth (9th) full school year. Upon completion of ten (10) full school years of employment in the District on July 1 and each July 1, thereafter through completion of the employee's nineteenth (19th) full school year, the employee shall be granted fifteen (15) working days for use through the following June 30. Upon completion of twenty (20) full school years of employment in the district, on July 1 and each July 1, thereafter, the employee shall be granted twenty (20) working days for use through the following June 30. For the first year of hire only, if the employee is hired after July 1, a vacation benefit of ten (10) days will be granted the following July 1, but shall be pro-rated down based on the number of weeks the new employee actually worked in the District during that first year.

The following general procedures are effective for all use of vacation days:

- Use of vacation days must be pre-approved by the employee's supervisor.
- Vacation days may only be used on the employee's scheduled work days.
- Vacation days shall accrue only when an employee is on the job. Vacation days shall not accrue when an employee qualifies for benefits under Workers' Compensation, IMRF Disability or is on non-FMLA unpaid leave.
- Vacation days must be used in the school year granted or shall be lost. They cannot accumulate or carry over from one school year to the next.
- The District reserves the right to establish days of the year during which vacation leave may not be scheduled. Determination of such dates shall be made by each District Department.

~~Notwithstanding anything to the contrary mentioned above, 9-month Executive Secretaries hired by the District prior to 1/10/1989 and 10-month Executive Secretaries hired by the District prior to 8/23/1995 receive ten (10) days paid vacation each school year. All other rules and restrictions regarding use and accumulation provided for in this vacation section specified above also apply to these individuals.~~

Medical, Dental, and Life Insurance:

Employees who regularly work at least 1,000 hours per year (28 hours/week) will be eligible to participate in the District's Medical, Dental and Life Insurance plans in accordance with those actual insurance contracts/policies. The 1,000 hour standard shall not prohibit the District from offering its Medical and Dental Insurance plans to other District employees in order to comply with the eligibility criteria set forth in the district's insurance contracts/policies and law. Where the District makes a premium contribution on behalf of employees for Medical and Dental insurance coverage, the district shall contribute a pro-rata portion of such premium contribution amount for any eligible, enrolled employee regularly working less than 2,000 hours/year based on a 2,000 hour full-time-equivalent. The District does not pro-rate its share of Life Insurance, all eligible and enrolled employees receive the

same Board contribution to such premiums.

Notwithstanding the above, bus drivers hired prior to 10/16/1990 will have 100% of their single employee insurance premiums paid, regardless of hours worked. Further, an ESP who was enrolled in District group Medical and/or Dental coverage as of the 2013/2014 school year shall remain eligible to enroll in such coverage in future years, regardless of hours worked in accordance with the District's insurance contracts/policies. All other rules and restrictions provided for in this insurance section specified above continue to apply to these individuals.

Paid Holidays:

(Full-time, 12 mo. employees ONLY) Holidays will be paid if:

1. The employee is employed during the holiday period.
2. The employee works on the last regular work day prior to the holiday period AND the first working day following a holiday period. (Exceptions for emergency shall be arranged IN ADVANCE with the building principal and approved by the superintendent.) Paid holidays include: New Year's Day, M. L. King's Birthday, Lincoln's Birthday, Presidents' Day, C. Pulaski Day, Good Friday, Memorial Day, Juneteenth National Freedom Day, July 4th, Labor Day, Columbus Day, 2024 Election Day, Veterans Day, Thanksgiving Day, Christmas Eve, and Christmas Day. (142 days)
3. Fourth of July ONLY. When this date falls on a Saturday or Sunday, it will be celebrated on the Friday before or the Monday after, whichever is closest.
4. Floating Holiday: If any of the holidays listed above fall on student attendance days, that holiday or holidays may be used as a "floating holiday". The "floating holiday" is restricted to use on a non-student attendance day (non-school day) and must have the pre-approval of a supervisor.

Notwithstanding anything to the contrary mentioned above, 9-month Executive Secretaries hired by the District prior to 1/10/1989 and 10-month Executive Secretaries hired by the District prior to 8/23/1995 receive twelve (12) paid holidays each year, and Aides hired prior to 9/1/1991 receive paid holidays through the regular school year. All other rules and restrictions provided for in this holiday section specified above continue to apply to these individuals.

Personal Leave Days:

(ALL Full-time, 1,000 or more hrs. per year, ESP employees) Each employee is entitled to two (2) employee personal leave days per year without loss of pay for matters which cannot be handled during non-school days or hours. Written notification of such leave shall be made to the building principal at least 24 hours prior to the planned personal leave day. The first and last three (3) school days and the day immediately preceding and following a legal holiday, vacation or school recess shall not be normally available for personal leave. Personal leave days not taken by June 30th are NOT cumulative and cannot be carried over to future years.

Notwithstanding the above, bus drivers hired prior to 10/8/1997, will receive two (2) personal days each school year, regardless of hours worked. All other rules and restrictions provided for in this personal leave section specified above continue to apply to these individuals.

Total Attendance Incentive

All ESP employees covered by this Policy, except those who work a variable schedule, are eligible for the Attendance Incentive. Any employee hired after July of current contract year will be paid out with the following formula: (#months worked / #months in contract year) * scale below, rounded to the nearest 1/2 day. Any payment due as determined by the following scale will be made in July.

****#Absences in Contract**

Year	9 and 10 Month ESP	12 Month ESP
0	4 days at Employee's regular rate	5 days at Employee's regular rate
.5 - 2	2 days at Employee's regular rate	3 days at Employee's regular rate
2.5 - 4	1 day at Employee's regular rate	2 days at Employee's regular rate

** Includes all absences (illnesses, doctor/dentist appointments, family illness, unpaid leave.)

NOT INCLUDED are paid vacation days, personal leave days, comp time and/or school related absences where applicable.

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.

Family Bereavement Leave

Educational support personnel receive family bereavement leave on the same terms and conditions granted professional staff.

Child Extended Bereavement Leave

Educational support personnel receive child extended bereavement leave on the same terms and conditions granted professional staff.

Leave to Serve as an Election Judge

Educational support personnel receive a leave to serve as an election judge on the same terms and conditions granted professional staff.

Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence

Required by the Victims' Economic Security and Safety Act, (VESSA) ([820 ILCS 180/](#), amended by P.A. 101-221, eff. 1-1-20, and [56 Ill.Admin.Code §280](#)). *Gender violence* means: (1) one or more acts of violence or aggression that is a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. *Sexual violence* is not specifically defined in VESSA.

Educational support personnel receive a leave for victims of domestic violence, sexual violence, or gender violence on the same terms and conditions granted professional staff.

COVID-19 Paid Administrative Leave

Educational support personnel receive COVID-19 paid administrative leave on the same terms and conditions granted professional staff.

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. 1987); [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)

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Meridian CUSD 223
