

# DRAFT UPDATE

Riverside School District 96

5:330

## Educational Support Personnel

### 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.

#### Sick and Bereavement Leave

Please refer to the following current agreements:

**Agreement between the Board of Education of Riverside School District No. 96 and the Riverside Education Council.**

**Agreement Between the Board of Education of Riverside School District No. 96 and Local Union No. 714, International Brotherhood of Teamsters.**

**For those not covered by these agreements:**

Educational support personnel receive sick and bereavement leave under the same terms and conditions as those covered by the Board Agreement with the Riverside Education Council.

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.

#### Vacation

Please refer to the following current agreements:

**Agreement between the Board of Education of Riverside School District No. 96 and the Riverside Education Council.**

**Agreement Between the Board of Education of Riverside School District No. 96 and Local Union No. 714, International Brotherhood of Teamsters.**

**For those not covered by these agreements:**

#### **Commented [AP1]:**

**OPTION:** The Illinois Municipal Retirement Fund requires that public bodies have a written plan allowing eligible employees to convert their eligible accumulated sick leave to service credit upon retirement (40 ILCS 5/7-139(a)(8)). If the CBA referred to in this section contains this written plan, the subhead can be amended to add: IMRF Service Credit Plan

If this option is selected, 40 ILCS 5/7-139 will be added to the Legal References.

**Issue 86, August 2014**

# DRAFT UPDATE

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

<u>Length of Employment</u>		<u>Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>	
Beginning of year 2	End of year 5	10 Days per year
Beginning of year 6	End of year 15	15 Days per year
Beginning of year 16	End of year	20 Days per year

Vacation days earned in one fiscal year must be used by October two fiscal years (i.e. 15 months) hence. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

## Holidays

Please refer to the following current agreements:

**Agreement between the Board of Education of Riverside School District No. 96 and the Riverside Education Council.**

**Agreement Between the Board of Education of Riverside School District No. 96 and Local Union No. 714, International Brotherhood of Teamsters.**

**For those not covered by these agreements:**

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 holiday listed below, District employees will not be required to work on:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

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.

## Personal Business and Emergency Leave

Please refer to the following current agreements:

**Agreement between the Board of Education of Riverside School District No. 96 and the Riverside Education Council.**

**Agreement Between the Board of Education of Riverside School District No. 96 and Local Union No. 714, International Brotherhood of Teamsters.**

**For those not covered by these agreements:**

Full-time educational support personnel receive personal business and emergency leave under the same terms and conditions as those covered by the Board Agreement with the Riverside Education Council.

## Parental Leave, Temporary Illness/Disability Leave, General Conditions of Unpaid Leave

**Please refer to the current Agreement between the Board of Education of Riverside School District No. 96 and the Riverside Education Council.**

# ***DRAFT UPDATE***

## 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 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)

ADOPTED: ~~December 17, 2013~~