

PersonnelEducational Support Personnel - Sick Days, Vacation, Holidays, and LeavesSick Days

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 day pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 240 days, including the leave of the current year.

Sick leave shall mean personal illness, quarantine at home, or serious illness or death in the immediate family or household, or leave for adoption and leave for placement of adoption. For purposes of this policy, the term "immediate family" shall include parents, spouses, sisters, brothers, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

The Board may require a physician's certificate (or if treatment is by prayer or spiritual means, that of a spiritual adviser or practitioner of the teacher's faith) as a condition for paying sick leave after an absence of 3 days for personal illness, or as it deems necessary in other cases. The Board shall pay the expenses incurred by the employee in obtaining such certificate if the Board requires a certificate during a leave of less than 3 days.

Excessive absenteeism or a recurring pattern of absenteeism shall be reviewed by the Superintendent or his or her designee. The Superintendent shall follow Board policy and applicable statutory provisions in determining and implementing any necessary remediation procedures.

Vacation

Each full time employee shall be granted an annual vacation (July 1 - June 30) with regular pay according to the schedule below. This vacation is to be taken at times as may be beneficial to both the employee and the District, but before June 30th of the school year in which the days were granted, or the vacation time will be lost. In the event of conflict, the District will make the final determination.

SCHEDULE OF VACATION DAYS EARNED BY
FULL TIME YEAR-ROUND EMPLOYEES

<u>No. Years Service as of 6/30</u>	<u>Days Vacation Per Year</u>	<u>Days Vacation Earned Per Month</u>
Less than (1) Year	-	.833 day per mo.
1 thru 4	10	.833
5 and over	15	1.25

Employees who resign or whose employment is terminated are entitled to the monetary equivalent of all earned and unused vacation.

Holidays

School District employees will be paid for, but will not be required to work on:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- President's Day
- Spring Non-Attendance Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Day before Thanksgiving (Wednesday)
- Thanksgiving Day
- Christmas Day

unless a waiver has been granted.

Educational support staff is entitled to all legal school holidays off with pay, if the holiday is within their designated work year and within the regular work week.

Educational support staff employees must work the day before and the day after a holiday in order to be paid for the holiday. Educational support staff employees utilizing sick days or approved vacation time the day before or the day after a holiday will be paid for the holiday.

In the case of an emergency, or for the continued operation and maintenance of facilities or property, the District may require educational support staff employees to work on a legal school holiday. Such employees shall receive from their supervisor notice that their presence is required in the School District on a legal school holiday.

Personal Leave

Two days of personal leave per year with full pay may be granted each full-time staff member upon submission of a written request to his/her supervisor in sufficient time to secure adequate coverage for the absence. When an act of God prevents an employee from arriving at his/her assignment, such act shall be reported to one's supervisor as soon as possible.

Personal leave shall be used for purposes such as the following:

1. Conducting business, which cannot be conducted on a weekend, during recess periods, or after school hours;
2. Court appearances other than those covered under court leave;
3. Attendance at funerals of those who are not members of the immediate family;
4. Internal Revenue Service interview;
5. Unavoidable university commitments;
6. Medical appointments for diagnostic purposes;
7. An act of God, such as a storm or accident, which prevents an employee from reaching his post or duty; or,
8. Other special causes at the discretion of the Superintendent.

Leaves For Service in the Military and General Assembly

Leaves for service in the military and General Assembly shall be granted in accordance with State and federal law.

School Visitation Leave

An eligible employee is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child, if the conference or activity cannot be scheduled during non-work hours. Educational support staff employees must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick and disability leave.

An employee is eligible for a school visitation leave if he or she has worked for the District at least 6 consecutive months immediately before the request and works at least one-half of the full-time equivalent position. Periods when school is not in session will not count as a break in consecutive service.

An employee must request a school conference and activity leave in writing at least 7 days in advance. In an emergency situation, 24 hours notice is required. The employee must consult with the employer to schedule the leave so as to minimize disruption. A leave request may be denied if granting the leave would result in more than 5% of the work force, or work force shift, taking leave at the same time.

A school visitation leave is unpaid. The District will attempt, however, to give the employee the opportunity to make-up the time taken for such a leave. The employee taking a visitation leave will not lose any benefits.

An employee returning from a school visitation leave must provide the Building Principal with verification of the visitation from the school administrator of the school visited. Failure to provide this verification within 2 working days of the visitation will subject the employee to the standard disciplinary procedures for unexcused absences from work.

Leaves for Victims of Domestic or Sexual Violence

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

Other Leaves

The School Board may grant other leaves of absence required or permitted under the Illinois School Code, or other applicable State and federal laws.

LEGAL REF.: Illinois School Code, Sec. 24-2 and 24-6 (105 ILCS 5/24-2 and 5/24-6); and Illinois School Visitation Rights Act (820 ILCS 147/1 *et seq.*).
Victims' Economic Security and Safety Act, P.A. 93-591.

CROSS REF.: 5.180, 5.185, 5.250

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