

PersonnelProfessional Personnel - Leave of AbsenceSick and Bereavement Leave

All tenured and non-tenured teachers shall be entitled to paid sick leave in accordance with the terms of the Board/Union Contract. Sick leave shall mean personal illness, quarantine at home, or illness or death in the immediate family or household. For purposes of this policy, the term "immediate family" shall include parents, spouses, sisters, brothers, children, step-children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians and such other persons as may be allowed under the terms of the Board/Union Contract.

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 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. 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.

Personal Leave

Full-time teachers shall be allowed noncumulative personal leave days in accordance with the terms of the Board/Union Contract. A personal leave day is defined as a day to allow professional personnel time to conduct personal business (but not vacation, travel, or work stoppage), which is impossible to schedule at a time other than during a school day.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Principal 5 school days in advance of the requested date.
2. No personal leave days may be used on the first or last day of the school year or immediately before or immediately after a holiday unless prior approval is granted by the Superintendent.
3. Personal leave days are subject to a substitute's availability.

Accident/Injury Leaves

Teachers shall be allowed accident or injury leave in accordance with the terms of the Board/Union Contract, and applicable State and federal law.

Pregnancy-Related Disability Leave

Teachers shall be allowed pregnancy-related disability leave, leave for adoption or leave for placement of adoption, in accordance with the terms of the Board/Union Contract, and applicable State and federal law. Leave will be granted for adoption or for placement of adoption.

Child Care Leave

Child care leave shall be allowed in accordance with the terms of the Board/Union Contract, and applicable State and federal law.

Short Term Leave of Absence Without Pay

In accordance with the terms of the Board/Union Contract, the School Board may grant a short-term leave of absence, without pay or Board paid benefits, upon the recommendation of the Superintendent.

General Leaves

A one school year leave of absence, without pay or Board paid benefits, may be granted by the School Board, upon the recommendation of the Superintendent and in accordance with the terms of the Board/Union Contract.

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. A teacher hired to replace one in military service or in the General Assembly does not acquire tenure.

School Visitation Leave

An eligible teacher 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 teacher's child, if the conference or activity cannot be scheduled during non-work hours. Teachers must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the teacher, 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

Any professional staff member may take an unpaid leave from work who: (1) is a victim of domestic or sexual violence, or (2) has a family, or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning and other assistance without suffering adverse employment action.

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. 24-6, 24-6.1, 24-6.2, 24-6.3, 24-13, and 24-13.1(105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1);
Illinois School Visitation Rights Act (820 ILCS 147/1 *et seq.*);
Professional Negotiation Agreement;
Victims' Economic Security and Safety Act, P.A. 93-591.

CROSS REF.: 5.80, 5.180, 5.185, and 5.330

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