

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Sick Days

Full or part-time educational support personnel not covered by a collective bargaining agreement, receive 15 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 340 days, including the leave of the current year.

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.

The Board may require a physician’s certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, or if the treatment is by prayer or spiritual means, that of a spiritual adviser or practitioner of such person’s faith, as a condition for paying sick leave after 3 days’ absence for personal illness, or as it deems necessary in other cases. If the Board requires a certificate during a leave of less than 3 days, it shall pay the expenses incurred by the employee.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule: (Definition of year; July 1 – June 30)

<u>Length of Employment</u>		<u>Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year

Part-time employees are entitled to vacation days on the same basis as full-time employees. The Superintendent/designee will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used within 15 months of the year earned. Vacation days do not accumulate. Any days remaining will be paid at current level of compensation. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Holidays

Unless the District receives a waiver or modification of The School Code pursuant to Section 2-3.25g, allowing it to schedule school on a holiday listed below, District employees will be paid for, but will not be required to work on:

New Year's Day*	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Casimir Pulaski's Birthday	Thanksgiving Day & Day After
Memorial Day	Christmas Day*
Independence Day*	

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.

* If these Holidays fall on a weekend, employees will be granted the Friday prior or the Monday after the holiday.

Personal Leave

Full-time educational support personnel have two paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal 3 days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last 5 days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day.
6. Personal leave may not be used when the employee's absence would create an undue hardship.
7. Unused personal leave beyond four (4) days shall be cumulative as sick days.

Other Leaves

Educational support personnel receive the same terms and conditions granted professional staff.

1. Leaves for Service in the Military and General Assembly
2. School Visitation Leave
3. Leaves for Victims of Domestic or Sexual Violence
4. Bereavement Leave

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: November 14, 2005

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