

## Personnel

### Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves

#### Sick Days

Full-time, non-unionized, educational support personnel receive 14 paid sick leave days per year. Unused sick leave shall accumulate to a maximum of 360 days, including the leave of the current year.

Sick leave includes personal illness, family illness, or as may be deemed necessary in other case, quarantine at home, or serious illness. The Superintendent and/or a designee shall monitor the use of employee's sick leave.

After 5 consecutive days of absence for personal illness, or as it may be deemed necessary in other cases, the employee may be required to furnish a physician's or a spiritual adviser's certificate of treatment as a basis of pay.

#### Death in the Immediate Family

There shall be a maximum of 5 days leave for death in the immediate family of an employee. The immediate family of an employee is hereby defined as husband, wife, parents, parent of persons in loco parentis, brothers, sisters, children, grandchildren, grandparents, mother-in-law, father-in-law, sisters-in-law, and brothers-in-law.

#### Vacation

All full-time, non-unionized, employees in 12 month positions will receive 2 weeks of paid vacation after completing 1 year of continued service.

All full-time, non-unionized, employees in 12 month positions will receive 3 weeks of paid vacation after completing 5 years, but less than 10 years of continued service.

All full-time, non-unionized, employees in 12 month positions will receive 4 weeks of paid vacation after completing 20 years, but less than 25 years of continued service.

All full time, non-unionized employees in 12 month positions will receive 5 weeks paid vacation after completing 25 or more years of continued service.

#### Holidays

All full-time employees (both 10 and 12 month positions) will be paid for, but will not be required to work on:

New Year's Day	Labor Day
Martin Luther King's Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day
Casimir Pulaski's Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Spring Vacation 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.

Personal Leave

Full-time educational support personnel have 3 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 and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

Bereavement Leave

Educational support personnel may receive the same bereavement leave that is provided to teachers.

School Visitation Leave

An eligible employee is entitled to a school visitation leave on the same terms and conditions granted

LEGAL REF.: 105 ILCS 5/24-2, and 5/24-6.  
820 ILCS 147 and 180/1.

CROSS REF.: 5:180, 5:185, 5:250

Adopted: November 1996  
November 2008  
April 2010  
November 2013