

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Refer to Exhibit 5:330 E1, *School District #28 Support Personnel Benefits*, for detailed benefits information annually approved by the Board.

Sick Leave

Employees shall be entitled to fifteen (15) sick-leave days per year, accumulative to a total of two hundred fifty-five (255) days. Part-time employees are entitled to sick leave pay that is based on the employee's average number of part-time hours per week.

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, placement for adoption, or the acceptance of a child in need of foster care. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 40 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) a licensed advanced practice registered nurse, (4) a licensed 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.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need to foster care. Such leave is limited to 40 days, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

The Building Principal must be notified if the employee is unable to report to work.

Refer to the current *School District 28 Voluntary Supplemental Retirement Plan for IMRF Employees* for the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon an employee's retirement under the Illinois Municipal Retirement Fund.

Vacation

Vacation is based on length of continuous service. Twelve-month employees are entitled to the following vacation time with pay:

Full-time fiscal year	Upon employment - 10 days After five years - 15 days After ten years - 20 days (effective July 1, 1997)
Part-time fiscal year	Upon employment - 10 days After five years - 15 days

- Employee's earnings during the vacation period shall not exceed what the employee would have earned on a straight time basis for the regular work week at the time of the vacation;
- Unused vacation time not taken in one year may not be carried over to another year unless for the convenience and at the request of the district;
- Vacation periods shall be scheduled with the supervisor;
- Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.
- Full-time fiscal year employee may, upon prior approval, take paid vacation time prior to and/or after a holiday.

Holidays

All regularly employed staff shall be entitled to a holiday with pay for the number of hours they normally work on the following school holidays, provided that the holiday is observed on a normal working day, and that the employee works on the normal working days prior to and subsequent to the holiday. This requirement may be waived if an employee is ill on the normal working day prior to and/or subsequent to the holiday, or if it is an approved day off*.

*Applies to full-time fiscal year employees only.

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Yom Kippur
President's Day	Columbus Day
Lincoln's Birthday (public hearing 11/26/19)	(public hearing 1/26/16) Veteran's Day
Casimir Pulaski's Birthday (public hearing 2/26/19)	(public hearing 1/26/16) Thanksgiving Day
Good Friday	Rosh Hashanah
Memorial Day	Christmas Day
Juneteenth National Freedom Day	2022 Election Day
Independence Day	

At the annual adoption of the school calendar by the Board, holidays with a public hearing date noted above may be approved as either a holiday or a student attendance day.

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 legal school holiday listed above, District employees will not be required to work on such days. 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.

For such work as may be required on the above days straight time pay in addition to holiday pay shall be paid unless the District has scheduled school on such days (either as part of the regular calendar or to make up for a cancelled attendance day), in which case only straight time will be paid.

The Board may declare other days to be non-attendance days pursuant to School Code Sections 5/10-19; 5/24-2; and, 5/26-1.

Leave for Extended or Catastrophic Illness

In the case of an employee's catastrophic or extended illness of 10 consecutive days or more and upon depletion of all sick/personal/vacation days, additional sick leave days may be granted, subject to the approval of the Superintendent, such that the total number of sick leave days available (existing sick leave days plus newly granted sick leave days) shall be one and one-half times the accumulated sick leave at the onset of the catastrophic or extended illness, for a minimum of 30 and a maximum of 200 total sick leave days. (Example: If employee has 50 sick leave days at the onset of the catastrophic or extended illness, the employee may be granted 25 additional sick leave days for a total of 75 sick leave days.)

Personal Leave

Full-time and part-time employees working at least four (4) hours per day receive three personal leave days per school year (non-cumulative) with prior approval from administrator.

Anyone initiating employment after the end of the calendar year (December 31) will be entitled to one and one half rather than three days of personal leave for that fiscal year.

A regular employee is one who is assigned to perform his or her services each working day on a regular basis, i.e., school year or fiscal year, and works four hours or more on each working day.

The Superintendent will identify conditions and procedures for the use of personal days, which will be posted in the employee handbook.

Personal Leave Transfer

Any employee qualifying for personal leave may have any unused personal leave transferred to additional sick leave at the end of each year. The transfer will take place automatically at the end of the year and will be binding for a period of five (5) years. An employee electing to be compensated for unused personal leave must notify the Business Office prior to June 1, of the existing school year. The notification will be binding for a period of five (5) years. Unused personal leave will be paid at the existing substitute rate, and cannot exceed normal hourly rate.

Leave to Serve as a Trustee of the Ill. Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill 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.
- 2.- Leave for Service in the General Assembly
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, or Gender Violence, or Other Crime of Violence.
5. Child Bereavement Leave.
6. Leave to serve as an election judge.

Insurance

Employees shall have access to health, dental, optical, and long-term disability insurance as outlined in the *School District #28 Support Personnel Benefits* sheet.

LEGAL REF.:

105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147, School Visitation Rights Act.
820 ILCS154/Child Bereavement Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.
School Dist. 151 v. ISBE, 154 Ill, App. 3d 375 (1st Dist. 1987); Elder v. Sch. Dist. No.127 1/2., 60 Ill.App.2d 56(1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

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