

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

The Superintendent and/or designee shall monitor the use of sick leave, bereavement leave and vacation.

For purposes of this policy, “immediate family” shall be defined as parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians (per School Code).

Sick Leave

Full or part-time educational support personnel who work at least 600 hours per year receive paid sick leave days per year based on the chart below. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to the maximum number of days that IMRF will recognize for retirement credit purposes.

185-day contract	14 sick leave days
11-month contract	14 sick leave days
12-month contract	15 sick leave days

Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, serious illness or death in the immediate family (as defined above), or birth, adoption, or placement for adoption, or the acceptance of a child in need of foster care.

As a condition for paying sick leave after three days absence for personal illness 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 mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee’s faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification.

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 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, 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.

Bereavement Leave

The Executive Board shall grant up to three (3) days of bereavement leave in the case of death of an immediate family member (as defined above). Such leave shall be granted without loss of pay.

Each staff member shall be granted use of two (2) sick days, per occurrence, to be utilized to attend the funeral of anyone other than an immediate family member, provided personal business leave days have been exhausted.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule based on a July 1st start:

<u>Length of Employment</u>		<u>Maximum Vacation Leave</u>
<u>From:</u>	<u>To:</u>	<u>Earned Per Year</u>
Beginning year 1	End of year 1	5 Days during probation period, 5 Days after successful completion of probation period Days will be prorated for employees who work less than 260 days
Beginning of year 2	End of year 5	10 Days per year
Beginning of year 6	End of year 10	15 Days per year
Beginning of year 11	End of year 20	20 Days per year
Beginning of year 21	End of employment	25 days per year

Part-time employees who work at least half time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Employees requesting use of vacation days must have preapproval from their immediate supervisor. Consecutive days will be approved at the discretion of the immediate supervisor contingent upon the hardship it places on the department. A request for vacation time in excess of five consecutive days must also be approved by the Assistant Superintendent for Human Resources. The immediate supervisor is responsible for presenting the employee's request to the Assistant Superintendent for Human Resources.

Holidays

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 holiday listed below, 12-month 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
Presidents' Day	Veterans Day
Casimir Pulaski's Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	2022 Election Day
	Juneteenth National Freedom Day

A holiday will not cause a deduction from a 12-month employee's time or compensation. 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 Business Leave

The Executive Board will annually grant two days of personal leave to full-time employees. (Part-year and/or part-time staff on a prorated basis.)

Requests for personal leave (with two work days prior notice) require the written approval of the Principal/Supervisor and the Assistant Superintendent for Human Resources.

Full-time educational support personnel have two paid personal leave days 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 immediate supervisor three days before the requested date.
2. Personal leave is subject to any necessary replacement's availability.
3. Personal leave may not be used on an in-service training day and/or institute training day without prior permission.
4. Personal leave may not be used when the employee's absence would create an undue hardship.

Leave of Absence Without Pay

In addition to the provisions as required in the Family and Medical Leave Act (FMLA), the Executive Board will consider written requests for leave of absence without pay for causes deemed appropriate by the Executive Board for all full-time staff members who have completed two (2) years of service with SEDOL. In addition, the Superintendent or designee will consider written requests for emergency leave of absence. The emergency leave may be granted based upon the individual merits of each case.

The following guidelines shall be applicable to leave of absence without pay:

1. A leave of absence shall not extend beyond the end of the school year for which it is granted, plus one additional school year in duration.
2. Such leave shall be without pay.
3. The employee shall return to the staff without credit on the salary schedule for the period of absence if such period is in excess of one-half of a work year (93 days on a 185 day work year).
4. No employee shall be granted more than one leave in any five (5) year period, except as it relates to illness or maternity.
5. All staff members granted a leave of absence of more than eight (8) calendar months must notify the Superintendent, in writing by March 1st of their intention to return to work for the following school year. Staff members returning for the second semester, should notify the Superintendent in writing by November 15th of their intention to return.
6. The employee may continue his/her health insurance offered through SEDOL by paying the monthly premium to SEDOL, plus administrative costs, until the leave is terminated and he/she returns to work. Upon termination of employment, COBRA provisions are applicable.
7. Upon return from the leave, the employee may return to the same position, if vacant, based upon a recommendation from the administration. If the position is not available, the employee will be returned to an equivalent position for which he/she is qualified.
8. The starting and ending dates for a leave of absence without pay should be consistent with continuity of instruction for students and should terminate so that the employee shall return to employment at the beginning of a school term or school year.
9. A leave of absence will not be granted for the purpose of accepting professional employment elsewhere.

10. Requests related to maternity/paternity leave must be made in writing one hundred (100) days prior to the anticipated date of delivery. All other requests for leave of absence must be submitted in writing one (1) month prior to the beginning date of the leave. Such requests must include the exact duration of the leave, and must be made in writing.

Leave to Serve as a Trustee of the Illinois 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 State law.

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, Gender Violence, or Other Crime of Violence.
5. Family Bereavement Leave.
6. Child Extended Bereavement Leave
7. Leave to serve as an election judge.
8. COVID-19 Paid Administrative Leave

Staff Absences for Unique Circumstances

In cases that require staff to be absent from their assignments for reasons not covered on any other policy, the Executive Board grants the authority to the Administration to approve as “excused without pay” staff absences for unique circumstances resulting from reasonable causes, or for professionally related reasons. Any request for an excused absence without pay must be submitted in writing to the employee’s supervisor fifteen (15) working days prior to the requested date of absence. All such absences must be pre-approved, and all available personal days must be utilized before requesting an excused absence day without pay for unique circumstances.

Unexcused Absences

Unless approved in accordance with “excused absence without pay” policy, or in accordance with other policies relating to leaves and/or absences, all other staff absences are considered to be unexcused. The Executive Board maintains the belief that the schools operate for the benefit of children and not at the convenience of one’s personal needs. Unexcused absences are considered to be a breach of professional responsibilities to the District, and as such are subject to administrative review and disciplinary action inclusive of withholding of pay.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/10-20.83, 5/24-2, 5/24-6, and 5/24-6.3.
10 ILCS 5/13-2.5, Election Code.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147, School Visitation Rights Act.
820 ILCS 154/, Family Bereavement Leave Act.
820 ILCS 156/, Child Extended Bereavement Leave 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.: 5:70 (Religious Observances), 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

ADOPTED: September 23, 2004

REVIEWED: February 20, 2020; March 24, 2022; March 23, 2023; January 25, 2024; May 23, 2024

REVISED: January 25, 2007; February 26, 2008; March 24, 2010; November 17, 2010; May 24, 2012; December 19, 2013; December 18, 2014; October 22, 2015; January 26, 2017; January 25, 2018; June 27, 2019; February 20, 2020; March 24, 2022; March 23, 2023; January 25, 2024; May 23, 2024