

**Procedures for Implementing Board Policy:  
Educational Support Personnel**

Section A - Fringe Benefits

1. All full-time Educational Support Personnel (ESP), during the term of their employment, shall be accorded the following fringe benefits:
  - a. Single or family health insurance consistent with such health benefits provided to all educational support personnel of the district;
  - b. \$50,000 in basic life insurance and up to \$50,000 in accidental death and dismemberment insurance.
  - c. Full-time ESPs are eligible for personal leave of 2 days per year.

Part-time employees will receive prorated personal leave based upon full-time equivalence (e.g. a part-time employee working 50% time will receive sick leave equivalent to their actual workdays).

Employees hired after the start of their assigned calendar will be allocated a pro-rated amount of personal leave.

Personal leave may be accumulated from year to year up to a maximum of 4 days. At no time may an ESP be credited with more than 4 personal leave days. Any days, in excess of 4 will be transferred to sick leave.

Upon termination/retirement, all unused accumulated personal days will be reported to the Illinois Municipal Retirement Fund for service credit upon the ESPs' retirement.

Personal leave shall be used for urgent personal or family matters that require the support staff employee's presence during the school day, and are of such nature that they are impossible to transact at a later time, such as on the weekend, after school hours, or during vacation periods.

Personal leave may not be taken on the day before or following any legal or granted school holiday, nor may it be taken in conjunction with an employee's vacation or leave without pay. The Superintendent or designee may make exceptions to this rule in unusual circumstances.

- d. Full-time ESPs are eligible for sick leave days as indicated below:

<b>260-Day Calendar</b>	<b>239-Day Calendar</b>	<b>203-Day Calendar</b>	<b>186.5-Day Calendar</b>
15	15	13	12

The benefits of sick leave shall be credited at the beginning of the employee’s work year. New employees may not utilize sick leave until they have completed their first full day of employment.

Part-time employees will receive prorated sick leave based upon full-time equivalence (e.g. a part-time employee working 50% time will receive sick leave equivalent to their actual workdays).

Employees hired after the start of their assigned calendar will be allocated a pro-rated amount of sick leave.

Sick leave shall be interpreted to mean personal illness, care for an immediate family member, quarantine at home, serious illness, or bereavement leave, as well as, birth, adoption, or placement of adoption.

Immediate family is defined as an ESP’s spouse, or the parent, legal guardian, brother, sister, son, daughter, grandparent, or grandchild of either the ESP or spouse or approved domestic partner who is a member of the same household as the ESP.

An ESP may be required to provide the Superintendent or designee with a physician’s certificate. If there is a suspected abuse of the sick leave policy, the Superintendent or designee may require an examination by a physician selected by the Board. An examination by a physician selected by the Board shall be at the Board’s expense.

- e. Participation in the sick leave bank as provided in Board Policy 5:273;
- f. Full-time, 12-month, and 11-month ESPs are eligible for vacation days as indicated below:

Years of Experience in the District	Vacation Days per Year	
	260-Day Calendar	239-Day Calendar
1st year through 4th year	10 Days 0.83 Accrued per Month	5 Days 0.41 Accrued per Month
5th year through 9th year	15 Days 1.25 Accrued per Month	10 Days 0.83 Accrued per Month
10th year and beyond	20 Days 1.66 Accrued per Month	15 Days 1.25 Accrued per Month
Vacation is earned and accrued on a monthly basis		

ESP’s may apply for vacations by submitting a request at least 10 days prior to the requested vacation time to their immediate supervisor through the process outlined by the Human Resources Department. The immediate supervisor will approve or

disapprove the request.

At no time may an ESP be credited with more than 20 vacation days (inclusive of the current year's allotment). The Board reserves the right to require any employee to use accumulated vacation days in lieu of being present for work. Any days, in excess of 20, will be transferred to sick leave.

- g. District-recognized legal and granted holidays within the ESP's designated work calendar as provided by Board Policy 5:272;
- h. Tuition reimbursement in accordance with Board Policy 5:274; and
- i. Voluntary termination benefits as provided in Board Policy 5:111.

Section B - Employees to be Covered Under ESP Policy

All individuals employed in positions classified as an ESP that are not represented by a recognized bargaining unit, as identified in the applicable job description.

Adopted: February 28, 2022

Revised: July 8, 2024