Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Please refer to the current "Agreement between the Board of Control, Lake County Technology Campus, Lake County, Illinois and the Technology Campus Teachers' Union, Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO".

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.

Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate without limit.

Employee Classification	Full-time/Part-time	Sick Leave Days
12 Month ESP	Full-time	15
Non-12 Month ESP	Full-time	14
Non-12 Month ESP > 600 Hours	Part-time	10
Non-12 Month ESP < 600 Hours	Part-time	Pro-rated
Flex Positions – Hired After FY16	Part-time	Pro-rated
Flex Positions – Hired Prior to FY17	Part-time	0

Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption, or the acceptance of a child in need of foster care. The Executive Director or designee shall monitor the use of sick leave.

As a condition for paying sick leave after 3 days absence for personal illness or as the Board or Executive Director deem necessary in other cases, the Board or Executive Director 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 nurse (5) 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. If the Board or Executive Director requires a certificate during a leave of less than 3 days for personal illness, the District shall pay the expenses incurred by the employee.

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 Executive Director 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 Executive Director may require that the employee provide evidence that the formal adoption or foster care process is underway.

Vacation

Each twelve-month Educational Support Personnel shall accrue vacation time at the rate of 0.8 days per month upon hired, with 0.8 days being granted in the first month no matter on what day the employee is hired, and 0.8 days being granted thereafter on the first of each month: and, then on July 1 thereafter in accordance with the below chart.

YEARS OF SERVICE	VACATION EARNED
One (1) year of service	Ten (10) days of vacation
Two (2) years of service	Fifteen (15) days of vacation
Three (3) years of service	Sixteen (16) days of vacation
Four (4) years of service	Seventeen (17) days of vacation
Five (5) years of service	Eighteen (18) days of vacation
Six (6) years of service	Nineteen (19) days of vacation
Seven (7) years of service and after each year of service thereafter	Twenty (20) days of vacation

Earned vacation time may be taken at any time, subject to the approval of the Executive Director or designee. Earned vacation days shall be used in the employment year following the date on which the days were earned. By mutual agreement between the Executive Director or designee and the employee, because of difficulty in scheduling vacation, the time to use d such days may be extended. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Holidays

Each twelve (12) month Educational Support Personnel shall be granted the day off with pay for the following holidays per the terms of the current **"Agreement between the Board of Control, Lake County Technology Campus, Lake County, Illinois and the Technology Campus Teachers' Union, Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO".**

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday **OR** President's Day	Veteran's Day
2024 Election Day (in lieu of Casimir Pulaski)	Thanksgiving Day
Non-Attendance Day (Formerly Known as Good Friday)	Day After Thanksgiving Day

Memorial Day	Christmas Eve
Juneteenth National Freedom Day	Christmas Day
Independence Day	New Year's Eve 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 three paid personal leave days per year. Part-time non-flex position Educational Support Personnel have pro-rated 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 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 Executive Director 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.

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 Illinois 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.
6. Leave to serve as an election judge.
7. COVID-19 Paid Administrative Leave.

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.
820ILCS 156/, Child Extended Bereavement Leave 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 (Professional Personnel - Leaves of Absence)

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