

## Educational Support Personnel

### **5:330 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 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 Days

**Please refer to the applicable collective bargaining agreement(s). For employees not covered by a current applicable bargaining agreement, please refer to:**

- **Educational Support Personnel Handbook**
- **Teaching, Clerical Assistant, and Registered Nurse Handbook**
- **Food & Nutrition Services Personnel Handbook**
- **Substitute Teacher Handbook**
- **Other Support Personnel Handbook**

**For those employees not covered by a collective bargaining agreement or whose working conditions and benefits are not described in the above cited employee handbooks (which are subject to change):**

Full-time educational support personnel who work at least 30 hours per week receive 15 paid sick leave days per year. Part-time educational support personnel who work at least 600 hours per year, but less than 30 hours per week, receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to the employee's regular workday. Unused sick leave shall accumulate to a maximum of 270 days, including the leave of the current year. This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Ill. Municipal Retirement Fund.

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

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 nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by a 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.

Provided such leave is available for use in accordance with Board policies and rules, 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.

### Vacation

**Please refer to the applicable collective bargaining agreement(s). For employees not covered by a current applicable bargaining agreement, please refer to:**

- **Educational Support Personnel Handbook**
- **Teaching, Clerical Assistant, and Registered Nurse Handbook**
- **Food & Nutrition Services Personnel Handbook**
- **Substitute Teacher Handbook**
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**For those employees not covered by a collective bargaining agreement or whose working conditions and benefits are not described in the above cited employee handbooks (which are subject to change):**

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

| Years of Service | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  |
|------------------|----|----|----|----|----|----|----|----|
| Days Earned*     | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 20 |

\*Days are awarded in advance upon employment or on the first day of the new fiscal year.

Employees will be able to carry only ten (10) unused vacation days forward into the next school year. Employees will lose any unused vacation days exceeding ten (10) days. Employees will receive vacation days in advance of the school year. The maximum number of days available will be thirty (30) including the maximum of ten (10) days of carryover from the previous year.

Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

#### Holidays

**Please refer to the applicable collective bargaining agreement(s). For employees not covered by a current applicable bargaining agreement, please refer to:**

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- **Food & Nutrition Services Personnel Handbook**
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**For those employees not covered by a collective bargaining agreement or whose working conditions and benefits are not described in the above cited employee handbooks (which are subject to change):**

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b), employees will not be required to work on legal school holidays listed in the School Code.

A holiday will not cause a deduction from an 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 Leave/Personal Business Leave

**Please refer to the applicable collective bargaining agreement(s). For employees not covered by a current applicable bargaining agreement, please refer to:**

- **Educational Support Personnel Handbook**
- **Teaching, Clerical Assistant, and Registered Nurse Handbook**
- **Food & Nutrition Services Personnel Handbook**
- **Substitute Teacher Handbook**
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**For those employees not covered by a collective bargaining agreement or whose working conditions and benefits are not described in the above cited employee handbooks (which are subject to change):**

Full-time educational support personnel have three 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 three days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, school recess, or day of non attendance, unless the Assistant Superintendent for Personnel and Planning 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.
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 Ill. Municipal Retirement Fund in accordance with State law.

### Leaves for Service in the Military and General Assembly

Educational support personnel receive military and General Assembly leaves on the same terms and conditions granted professional staff.

### Bereavement Leave

**Please refer to the applicable collective bargaining agreement(s). For employees not covered by a current applicable bargaining agreement, please refer to:**

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- **Teaching, Clerical Assistant, and Registered Nurse Handbook**
- **Food & Nutrition Services Personnel Handbook**
- **Substitute Teacher Handbook**
- **Other Support Personnel Handbook**

**For those employees not covered by a collective bargaining agreement or whose working conditions and benefits are not described in the above cited employee handbooks (which are subject to change):**

Educational support personnel receive bereavement leave on the same terms and conditions granted professional staff.

#### **Family Bereavement Leave**

Educational support personnel receive family bereavement leave on the same terms and conditions granted professional staff.

#### **School Visitation Leave**

Educational support personnel receive school visitation leave on the same terms and conditions granted professional staff.

#### **Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence**

Educational support personnel receive a leave for victims of domestic violence, sexual violence, gender violence, or any other crime of violence on the same terms and conditions granted professional staff.

#### **Child Extended Bereavement Leave**

Educational support personnel receive child extended bereavement leave on the same terms and conditions granted professional staff.

#### **Leave to Serve as an Election Judge**

Educational support personnel receive a leave to serve as an election judge.

### COVID-19 Paid Administrative Leave

Educational support personnel receive COVID-19 paid administrative leave on the same terms and conditions granted professional staff.

### Family Neonatal Intensive Care Leave

Educational support personnel receive family neonatal intensive care leave on the same terms and conditions granted professional staff.

### 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 157/, Family Neonatal Intensive Care 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.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

ADOPTED: July 21, 2026

**Arlington Heights SD 25**