

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

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

Sick Days - Full time twelve month employees will receive 15 paid sick leave days per year. Those employees working nine or ten months will receive ten sick days per year. Unused sick leave shall accumulate without limitation. Sick leave includes personal or family illness, or as may be deemed necessary in other cases, quarantine at home, or serious illness, or death in the family. The immediate family for purposes of this article shall include: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. Absences for attendance at funerals of members of the family shall be allowed under accrued sick leave provided such absence does not exceed the date of the funeral and reasonable travel time. The superintendent and/or a designee shall monitor the use of employees' sick leave.

The Board may require a physician's certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice registered nurse to perform health examinations, a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, or if the treatment is by prayer or spiritual means, that of a spiritual adviser or practitioner of such person's faith, as a condition for paying sick leave after three days' absence for personal illness, or as it deems necessary in other cases. If the Board requires a certificate during a leave of less than three days, it shall pay the expenses incurred by the employee.

Vacation - Full time twelve month employees shall be eligible for paid vacation days according to the following schedule:

End of one full year: 5 days
 End of two full years: 10 days
 End of ten full years: 15 days

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.

Holidays - School district employees will be paid for, but will not be required to work on:

New Year's Eve
 New Year's Day
 Abraham Lincoln's Birthday or Presidents' Day as scheduled on school calendar
 Memorial Day
 Labor Day
 Veteran's Day
 Christmas Eve
 Christmas Day
 Martin Luther King Jr.'s Birthday
 Good Friday
 Independence Day
 Columbus Day

Thanksgiving Day
Friday After Thanksgiving

When Veterans' Day falls on a weekend, 12 month employees will receive an additional vacation day, while others will receive one day's pay, but no day off.

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 - Educational support personnel have two personal leave days per year. The use of a personal day is subject to the following conditions:

Employees may use two days for personal leave. No personal leave may be taken the first five or last five days of school. Personal leave may not be taken immediately before or after any holiday or Board granted break. Employees must give their building principal three days advanced notice except in emergency situations. No more than five employees may take personal leave on any school day. Any unused personal days will be added to accumulated sick days. The superintendent may grant exceptions to the rules listed above; however, denial of a request for exception is not subject to the Grievance procedure.

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 - Educational support personnel may receive the same bereavement leave that is 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 or Sexual Violence - Educational support personnel receive a leave for victims of domestic or sexual violence on the same terms and conditions granted professional staff.

Jury Duty - Support personnel shall not lose their regular salary as a result of serving on jury duty. Employees may keep all pay for their services on jury duty and all additional reimbursement for transportation and/or other expenses associated with jury duty service.

Legal Ref.: 105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6
820 ILCS 147
20 ILCS 1805/30.1 et seq.
820 ILCS 154
820 ILCS 180

Cross Ref.: 5.180, 5.185, 5.250

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