

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 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 Leave

Full or part-time educational support personnel who work at least 600 hours per year receive 12 paid sick leave days per year. Sick Leave days for employees hired during the academic year will be prorated. When an employee is first hired the employee will receive two (2) sick leave days on the employee's first day of work, thereafter the new employee will receive two (2) sick leave days on the first work day of each work month for the next five (5) months. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 370 days, after a 10-year period. 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 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.

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.

All returning staff members will receive a cumulative total of their sick leave on their first workday of the academic year. Any modifications/adjustments shall be brought to the attention of the administration no later than September 30th of each academic year.

Bereavement Days

Each full-time employee shall be eligible for no more than three (3) bereavement days each school year.

Bereavement days are granted on the occasion of the death of a member of the employee's immediate family. Immediate family is defined as spouse, child, father, mother, brother, sister, grandmother or grandfather of employee or spouse.

Bereavement days are in addition to sick days and personal days as outlined in other District policy. Bereavement days are non-cumulative and cannot be banked for use beyond the present school year or for other purposes.

Vacations

Paid vacation for full-time 12 month educational support personnel shall be provided based on length of continuous service from the most recent date of hire in accordance with the following schedule:

6 months to less than 1 full year 1 week (5 working days) with satisfactory service

1 to 5 years - 2 weeks (10 working days)

6 to 10 years - 3 weeks (15 working days)

11 to 15 years - 3 weeks and 2 days (17 working days)

16 to 24 years - 4 weeks (20 working days)

25+ years - 4 weeks and 2 days (22 working days)

Vacation is initially credited on July 1 following the first six months of employment. Thereafter, vacation is credited on July 1 following the anniversary date of employment, unless unused vacation is carried over into the next school year. If unused vacation is carried over from one school year into the next school year, vacation for the next school year will not be credited until October 1 of such school year or until the carry-over vacation is used, whichever occurs first. Any increase in vacation is credited upon the yearly anniversary of the employee's most recent date of hire.

Vacation unused by June 30 of one school year will be carried over into the next school year for use up to and including September 30 of such school year, which date may be extended to December 31 by the Board of Education due to the workload demands of the District. Carry-over vacation which is not used by September 30, or December 31 if an extension is approved by the Board, will be lost and not compensated.

All vacation must be scheduled with and approved by the Superintendent or designee. If multiple employees request the same vacation day or days, the request of the more senior employee will be granted unless otherwise required by the work needs of the District.

Holidays

All full-time and part-time employees shall be granted holidays as indicated on the annual school calendar.

The Board of Education may grant special holidays whenever such action is advisable. No deduction shall be made from the employee's regular compensation. In the event that an employee agrees to work on a school holiday, he/she shall be given equivalent time off on a date to be mutually agreed upon by the employee and the Superintendent.

Personal Leave

Full-time educational support personnel shall be eligible for three (3) personal days per year with the approval of their immediate supervisor. Personal days for part-time employees shall be pro-rated.

The request for a personal day shall be made in advance of the day requested. No unused personal days shall be carried to the following year. Employees may exchange unused personal days for either uncompensated sick days or be reimbursed at one-half the senior substitute per diem rate if not greater than the employee's daily rate.

The Board of Education, during the month of May of each fiscal year, will provide employees of the District with the option of exchanging unused personal days for sick days. Employees will be required to respond by May 30th if they desire to be compensated for unused personal days. If employees fail to respond by May 30th of each year, unused personal days shall be converted to uncompensated sick leave.

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.

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. Leave 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.

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.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

Adopted: December 18, 2023

Rhodes SD 84.5
