

## PERSONNEL

### EDUCATIONAL SUPPORT PERSONNEL - SICK DAYS, VACATION, HOLIDAYS, AND LEAVES

#### Sick Days

Full- or part-time employees who work at least 600 hours per year receive 13 paid sick leave days per year. Part-time employees will receive sick day pay equivalent to their regular work day. Unused sick leave shall accumulate to a maximum of 240 days, including the leave of the current year.

Sick leave shall mean personal illness, quarantine at home, or serious illness or death in the immediate family or household. Sick leave shall also include members of the immediate family. For purposes of this policy, the term "immediate family" shall include: spouse, parents (natural, step, adopted, and in-law), children (natural, step, foster, adopted, and in-law), siblings (natural, step, adopted, and in-law), grandparents, grandchildren, and legal guardians, and members of household.

The Board may require a physician's certificate (or if treatment is by prayer or spiritual means, that of a spiritual adviser or practitioner of the employee's faith) as a condition for paying sick leave after an absence of 3 days for personal illness, or as it deems necessary in other cases. The Board shall pay the expenses incurred by the employee in obtaining such certificate if the Board requires a certificate during a leave of less than 3 days.

Excessive absenteeism or a recurring pattern of absenteeism shall be reviewed by the Superintendent or his or her designee. The Superintendent shall follow Board policy and applicable statutory provisions in determining and implementing any necessary remediation procedures.

#### Personal Business Days

Full-time employees shall be allowed to deduct a maximum of three (3) available sick leave days for purposes of personal business leave. Personal Business Leave shall be defined as a matter of business that can be attended to only during the regular school day (examples: legal matters, unique business matters, unique family matters, funerals not covered by other leaves). Part-time employees will have their three days prorated as with sick leave. Except for special occasions and emergencies, personal business leave shall not be granted during the first or last week of the school term or on the day preceding or following school holidays or recesses.

#### Bereavement Leave

In the event of the death of a member of the immediate family, an employee shall be entitled to up to three (3) days of leave of absence without loss of pay or deduction of accumulated sick leave for each death. Immediate family is defined the same as in "sick leave." If circumstances require any additional absence due to death, such shall be deducted from accumulated sick leave. Bereavement leave shall not accumulate in any form. Absence due to bereavement will be documented using the normal absence reporting procedures. The district may ask for verification of the need for bereavement leave, if it deems necessary.

## PERSONNEL

### EDUCATIONAL SUPPORT PERSONNEL - SICK DAYS, VACATION, HOLIDAYS, AND LEAVES

#### Vacation

Vacation is available only to 12 calendar month employees. Vacation is earned at the rate of .83 days per month worked. A month worked is defined as 11 or more worked days on the job in a calendar month. Vacation is not earned for days charged as unpaid leave, and for days charged to disability leave. Vacation is available July 1 of each year. Employees hired during the fiscal year shall be permitted to use accrued vacation earned as of the last full calendar month, and days may be used only as full days or half days earned.

On the 5th anniversary date, the employee's vacation rate will change from .83 days per month to 1.25 days per month worked. On the 15th anniversary date, the employee's vacation rate will change from 1.25 days per month worked to 1.67 days per month worked. Vacation time earned in one fiscal year shall be used by the end of the following fiscal year or the employee shall lose it. Employees terminating their employment shall be entitled to remuneration for the amount of vacation earned to the date of termination.

Requests for vacation shall be submitted to the administrator to whom the employee is responsible and must be approved by the Superintendent or designee. Every effort shall be made to meet the desires of the employee and the needs of the school system in establishing vacation dates. The Superintendent or designee shall keep a record of vacations earned and the dates taken.

If an employee voluntarily **or** involuntarily moves from full-time to part-time or part-time to full-time, vacation earned in the previous position will be carried over on a prorated basis or calculated as full time equivalency.

Part-time employees' number of vacation days is determined by their percentage of part-timeness multiplied by the number of annual vacation days available to full-time support staff. Part-time employees' vacation days earned is defined as the part-time employee's work day.

#### Holidays

Twelve-month employees will be paid for, but will not be required to work on, legal school holidays as established by law, unless waived under the Mandate Waiver Act. Employees must work the day before and the day after a holiday in order to be paid for the holiday. Employees utilizing sick days or approved vacation time the day before or the day after a holiday will be paid for the holiday.

In the case of an emergency, or for the continued operation and maintenance of facilities or property, the District may require employees to work on a legal school holiday. Such employees shall receive from their supervisor notice that their presence is required in the School District on a legal school holiday.

## PERSONNEL

### EDUCATIONAL SUPPORT PERSONNEL - SICK DAYS, VACATION, HOLIDAYS, AND LEAVES

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

Leaves for service in the military and General Assembly shall be granted in accordance with State and federal law.

#### School Visitation Leave

An eligible employee is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child, if the conference or activity cannot be scheduled during non-work hours. Educational support staff employees must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee, except sick and disability leave.

An employee is eligible for a school visitation leave if he or she has worked for the District at least 6 consecutive months immediately before the request and works at least one-half of the full-time equivalent position. Periods when school is not in session will not count as a break in consecutive service.

An employee must request a school conference and activity leave in writing at least 7 days in advance. In an emergency situation, 24 hours notice is required. The employee must consult with the employer to schedule the leave so as to minimize disruption. A leave request may be denied if granting the leave would result in more than 5% of the work force, or work force shift, taking leave at the same time.

#### School Visitation Leave

A school visitation leave is unpaid. The District will attempt, however, to give the employee the opportunity to make up the time taken for such a leave. The employee taking a visitation leave will not lose any benefits.

An employee returning from a school visitation leave may be required to provide the Building Principal with verification of the visitation from the school administrator of the school visited. Failure to provide this verification within 2 working days of the visitation will subject the employee to the standard disciplinary procedures for unexcused absences from work.

#### Other Leaves

The School Board may grant other leaves of absence required or permitted under the Illinois School Code, or other applicable State and federal laws.

PERSONNEL

EDUCATIONAL SUPPORT PERSONNEL - SICK DAYS, VACATION, HOLIDAYS, AND LEAVES

LEGAL REF.: Illinois School Code, Sec. 24-2 and 24-6 (105 ILCS 5/24-2 and 5/24-6); and  
Illinois School Visitation Rights Act (820 ILCS 147/1 *et seq.*).

CROSS REF.: 500.88

Adopted: November 4, 1999  
Revised: April 22, 2004  
Revised: December 14, 2006