

PERSONNEL

PROFESSIONAL PERSONNEL - LEAVE OF ABSENCE

Sick and Bereavement Leave

All tenured and non-tenured teachers shall be entitled to paid sick leave and paid bereavement leave in accordance with the terms of the Professional Agreement between the Board of Education and the Carol Stream Education Association. Teachers should report sick days and bereavement leave on the Substitute Placement and Absence Management System.

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 teacher'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 Leave

Teachers shall be allowed personal leave days in accordance with the terms of the Professional Agreement between the Board of Education and the Carol Stream Education Association. A personal leave day is defined as a day to allow professional personnel time to conduct personal business (but not vacation, travel, or work stoppage), which is impossible to schedule at a time other than during a school day.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted on the Substitute Placement and Absence Management System at least three (3) school days in advance of the requested date.
2. No personal leave days may be used during the first or last five (5) days of the school term, on teacher institute days, or immediately before or immediately after a vacation or holiday unless an emergency situation exists and is verified in writing to the Superintendent within five (5) school days.

Professional Leave

A teacher may be granted professional leave for workshops, conferences, or observation of relevant educational programs, in accordance with the terms of the Professional Agreement between the Board of Education and the Carol Stream Education Association.

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Leave for Court/Jury Duty

A teacher shall notify the Superintendent of pending court/jury duty no later than 10 days prior to the first day of duty, and shall provide a copy of the Subpoena or Notice of Jury Duty. A court/jury duty leave of absence shall be granted to an employee for court/jury duty.

No teacher shall receive a loss in salary because of jury duty or because the teacher, pursuant to a subpoena issued by the clerk of a court and served on the teacher, attends as a witness upon trial or to have his or her deposition taken in any school-related matter pending in court. However, the District shall deduct from the teacher's salary an amount equal to the amount received by the teacher for jury duty or for per diem fees which the teacher is entitled to receive for complying with the subpoena. In lieu of such salary deduction, and when determined advisable by the Business Office, the teacher shall reimburse the District for any amount received for jury duty or as a witness fee, by direct payment or endorsement of a check to the District.

Leave Days for Association Business

Leave days for Association business shall be granted in accordance with the terms of the Professional Agreement between the Board of Education and the Carol Stream Education Association.

Sabbatical Leave

The Board may grant a sabbatical leave of absence to a full-time tenured teacher, for a period not to exceed one full school year in length, in accordance with the terms of the Professional Agreement between the Board of Education and the Carol Stream Education Association. A sabbatical leave may only be granted to a tenured teacher who has completed seven (7) years of satisfactory full-time service to the District. Additional sabbatical leaves may be granted a tenured teacher, principal or Superintendent after a subsequent period of seven (7) years of satisfactory full-time service to the District.

Sabbatical leaves may be granted for resident study, research, travel or other activities that benefit the school system. The Board of Education shall determine the appropriateness of all sabbatical leaves.

Before a tenured teacher is granted a sabbatical leave, the employee must submit a plan of study to the Board of Education specifically stating the activities of the employee on sabbatical leave. The plan of study may only be modified with the approval of the Board of Education.

During a teacher's absence, the employee shall receive either minimum salary as provided by Section 24-8 of the Illinois School Code or one-half ($\frac{1}{2}$) of the basic salary the employee would have received if he or she remained in the school, whichever is greater.

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Leaves for Service in the Military and General Assembly

Leaves for service in the military and General Assembly shall be granted in accordance with the terms of the Professional Agreement between the Board of Education and the Carol Stream Education Association, and applicable State and federal law.

School Visitation Leave

An eligible teacher 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 teacher's child, if the conference or activity cannot be scheduled during non-work hours. Teachers must first use all accrued leave, personal leave, compensatory leave, and any other leave that may be granted to the teacher, 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.

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 must 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.

LEGAL REF.: Illinois School Code, Sec. 10-20.7, 24-5, 24-6, 24-6.1, 24-6.2, 24-6.3, 24-13, and 24-13.1(105 ILCS 10-20.7, 5/24-5, 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1); Illinois School Visitation Rights Act (820 ILCS 147/1 *et seq.*); and Agreement between Board of Education and Carol Stream Education Association.