

Educational Support Personnel

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 and Bereavement Leave

Category #4 educational support personnel who work at least 600 hours per year receive 18 paid sick leave days per year. Category #2 and Category #3 educational support personnel who work at least 600 hours per year receive at least 10 paid sick leave days per year. Employees will receive sick leave pay equivalent to their regular workday. Unused sick leave may accumulate on an unlimited basis. Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

The School 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 nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, 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 3 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 3 days, it shall pay the expenses incurred by the employee.

Vacation

Educational Support Personnel Employees shall be eligible for paid vacation days as outlined in the Educational Support Personnel Handbook.

Holidays

Educational Support Personnel Employees are eligible for paid holidays as outlined in the Educational Support Personnel Handbook. 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 Employees who are eligible for personal leave may access such leave as outlined in the Educational Support Handbook.

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. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.
4. Child Bereavement Leave
5. Leave to Serve as an Election Judge

LEGAL REF.: 20 ILCS 1805/30.1 et seq.
 105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.
 820 ILCS 147 and 180/1 et seq.

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

Adopted by Board Action 01/07/2009
Adopted by Board Action 05/11/2017
Approved by Board Action 08/9/2018