
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

Those employees covered by a collective bargaining agreement (CBA) – Refer to CBA.

Those employees with an individual written employment contract – Refer to contract.

Those employees not covered by: (1) a collective bargaining agreement (CBS); or (2) an individual written employment contract – Are granted the same provision as outlined in the CBA.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth 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 chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) 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.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Vacation

Those employees covered by a collective bargaining agreement (CBA) – Refer to CBA.

Those employees with an individual written employment contract – Refer to contract.

Those employees not covered by: (1) a collective bargaining agreement (CBS); or (2) an individual written employment contract – Are granted the same provision as outlined in the CBA.

Holidays

Those employees covered by a collective bargaining agreement (CBA) – Refer to CBA.

Those employees with an individual written employment contract – Refer to contract.

Those employees not covered by: (1) a collective bargaining agreement (CBS); or (2) an individual written employment contract – Are granted the same provision as outlined in the CBA.

Personal Leave

Those employees covered by a collective bargaining agreement (CBA) – Refer to CBA.

Those employees with an individual written employment contract – Refer to contract.

Those employees not covered by: (1) a collective bargaining agreement (CBS); or (2) an individual written employment contract – Are granted the same provision as outlined in the CBA.

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

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/.
820 ILCS 154/.
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 (Professional Personnel - Leaves of Absence)