

**PERSONNEL**

**Educational Support Personnel - Sick Days, Vacation, Holidays, Leaves and Overtime Compensation:**

**Definitions:**

- Full-Time Employee: An employee that is scheduled to work a minimum of 7 hours a day, 5 days a week throughout the school year (10-month) or the entire fiscal year (12-month).
- Part-Time Employee: An employee that works a regular schedule but does not meet the qualifications of a full-time employee.
- Substitute: An employee whose primary employment consists of taking the place of another absent employee.
- Illinois Municipal Retirement Fund (IMRF) Eligible Employee: An employee that is scheduled to work a minimum of 600 hours in a calendar year.
- Medically Insured Employee: An employee that qualifies for insurance coverage under the Federal Guidelines of the Affordable Care Act.

**Summary of Job Classifications:**

12-Month, Full-Time

14 sick days  
2 personal days  
Vacation time  
Holiday Pay (13)  
Medical insurance coverage  
IMRF enrollment

10-Month, Full-Time

14 sick days  
2 personal days  
Medical Insurance coverage  
IMRF enrollment  
No vacation time

10 or 12-Month, Part-Time

No personal, vacation, or holiday pay days  
No insurance  
No sick days unless IMRF qualified (10 sick days)

**Guidelines:**

1. A vacation with pay shall be granted to full-time 12-month personnel. A full 10-day vacation will be granted after one complete fiscal year has been completed. One additional day of vacation per year shall be allowed after five (5) fiscal years of continuous service to a maximum total of 20 days per year.
2. Earned vacation days may be used any time during the year; however, a request for vacation shall be submitted in advance and must be approved by the employee's supervisor. Vacation days may be taken in whole or half day increments. Upon approval by a supervisor, a maximum of five days of vacation may be rolled into the following fiscal year.
3. New employees' vacation will be prorated from starting date to the next June 30th. The proration will be 5/6 of a day per month of employment. Those prorated days must be used between the date of the first anniversary of service and a year from the following July 1st.
4. Overtime beyond 40 hours per week shall be paid at the employee's regular hourly rate on a time and one-half basis or compensatory time off at that rate may be granted at the discretion of the supervisor. Personnel employed less than 40 hours a week shall be paid at their regular rate until 40 hours have been accumulated that week, and then overtime goes into effect. Compensatory time may not be used during a week in which overtime pay is requested.
5. Paid Holidays (13) for Full-Time 12-Month Employees Only:

New Year's Day	Labor Day
Martin Luther King, Jr.'s Birthday	Columbus Day
Presidents' Day	Veteran's Day
Casimir Pulaski's Birthday	Thanksgiving Day
Friday Prior to Easter	Friday after Thanksgiving
Memorial Day	Christmas Day
Independence Day	
6. In the event that Independence Day, Christmas Day, or New Year's Day falls on a weekend, the supervisor will determine an alternate day to observe the paid holiday, either preceding or following the holiday. If Veteran's Day falls on a weekend or if other holidays, such as Casimir Pulaski Day or Columbus Day, become regular work/school day when the employee works, then the employee will be awarded an additional vacation day to his/her vacation day bank.
7. In addition to the regular vacation with pay, Christmas Eve will be allowed as an additional paid vacation day unless it falls on a Saturday or Sunday.

**Leaves:**

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.*

Leaves For Service in the Military and General Assembly

Educational support personnel may receive the same military and General Assembly leaves that are provided to teachers.

School Visitation Leave

Educational support personnel may receive the same school visitation leave on the same terms and conditions granted professional staff.

Leaves for Victims of Domestic or Sexual Violence

Educational support personnel may receive the same leave as victims of domestic or sexual violence on the same terms and conditions granted professional staff.

Personal Leave:

1. Two (2) personal leave days with pay shall be available to each full-time employee. Any authorized personal leave day, which shall remain unused at the end of a school year, shall be applied as cumulative sick leave up to the maximum accumulation of sick leave authorized by the Board.

Sick Leave:

2. Each employee shall be allowed sick leave on the basis of the number allotted per year. Such leave may accumulate to the maximum as authorized by the Board. Sick leave for new employees that are hired after the start of the fiscal or school year cycle shall accrue one and one-third days of leave for each full month of employment until June 30, rounded to the nearest whole day. After this time the unused number of days accrued will be added to the next years' allotment.
3. Each Full-time employee shall be credited annually with fourteen (14) days of sick leave. For full-time employees, sick leave reserve may accumulate to a maximum number not to exceed two-hundred fifty-four (254) days excluding the leave of the current year, or fourteen (14) days longer than the employee's work year, whichever is less. Part-time employees that qualify for participation in the Illinois Municipal Retirement Fund (IMRF) will receive 10 sick days. The number of

hours for each sick leave day for part-time employees shall be prorated based upon the hours of their work day. Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the employee's immediate family or household birth, adoption, or placement for adoption. The immediate family shall include: parents, spouse, brothers, sisters, children, grandchildren, grandparents, parents-in-law, brothers-in-law, sisters-in-law and legal guardians.

After 3 days absence for personal illness, or as it may be deemed necessary in other cases, the employee may be required to furnish a physician's or a spiritual adviser's certificate of illness as a basis for pay. If such a certificate is required, the District shall pay any expenses incurred in securing it.

Bereavement Leave:

Up to five days of sick leave may be utilized for bereavement purposes in the event of death of an employee's (or employee's spouse's) niece, nephew, aunt or uncle. Up to three days of sick leave may be utilized for bereavement purposes in the event of death of a close friend or other relative not a member of the immediate family or household. A staff member choosing to utilize sick leave for such purpose must inform the supervisor in advance of the reason for the leave.

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)

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