

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

Full or part-time educational support personnel who work a 10-11 month work schedule receive 10 paid sick leave days per year and will receive twelve (12) paid sick leave days per year after completing 4 years of employment. Twelve-month Educational Support Personnel will be granted twelve (12) paid sick leave days per year and will receive fourteen (14) paid sick leave days per year after completing 4 years of employment. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 240 days, including the leave of the current year.

This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Illinois Municipal Retirement Fund.

Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The Superintendent or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness 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 mental health professional licensed in Illinois providing ongoing care or treatment to the staff member (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) 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.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child.

Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification.

For purposes of adoption, placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Any days remaining beyond 240 days at the end of each year (July 1 through June 30) shall be deposited in a non-usable sick leave account to be used only upon retirement from Antioch School District 34 toward 240 days of sick leave accumulated to apply toward one (1) year of service credit for retirement.

Vacation

Educational support personnel who work a twelve-month work year are granted vacation with pay and are expected to submit their vacation request through Frontline for approval. It is the employee responsibility to ensure that all scheduled vacation days are submitted into Frontline for approval and tracking.

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>		<u>Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		
Beginning of Employment (after 90 day Probationary Period)		0.42 Days	5 days per year
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent or designee will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not roll over. No paid vacation time will be granted until the district has employed the employee for ninety (90) calendar days. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

This policy will take affect for all current 12-month employees as of July 1, 2021.

Holidays

In order to be eligible for holiday pay the employee must be at work the workday preceding and following the holiday (does not include vacation time). An employee can receive holiday pay if absent due to a sick day by providing verification from a doctor. The Board may substitute another day in lieu of a designated holiday.

Employees with a 12-month work year working forty (40) hours per week:

The District provides the equivalent of fourteen (15) paid holidays. When a holiday occurs on a Saturday or Sunday or a school closing, the District will designate another day as a paid holiday. This list is subject to the annual school calendar adopted by the Board of Education.

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a holiday listed below, District employees will not be required to work on:

New Year's Eve, New Year's Day	Memorial Day
Indigenous Peoples' Day	Juneteenth National Freedom Day
President's Day	Martin Luther King Jr.'s Birthday
Christmas Eve, Christmas Day	Independence Day
Thanksgiving Day (includes the day of, the day before and the day after)	Labor Day
	Good Friday

Employees with a 10 and 11-month work year working thirty (30) hours or more per week: The District provides the equivalent of ten (11) paid holidays.

Approved Holidays:

- Labor Day
- Indigenous Peoples' Day
- Thanksgiving Day (includes the day of and the day after)
- Christmas Day
- New Year's Day
- Martin Luther King Jr.'s Birthday

Lincoln's Birthday or President's Day
Good Friday
Memorial Day

No paid holidays will be granted until the District has employed the employee for ninety (90) calendar days. 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.

If an employee works two part-time positions in the District that together meet the thresholds stated above, they shall qualify for holiday pay as outlined in this policy. The employee shall only receive the holidays afforded to 12 month employees if all part-time positions are 12-month positions. In all other cases, the employee shall receive the holidays granted to 10 and 11-month employees per this policy. Holiday pay for employees with multiple positions shall be calculated based on their regularly scheduled hours and hourly rates for the positions.

If any of the positions used to calculate the 30 or 40-hour thresholds are excluded from the holiday pay policy (i.e. bus drivers), then the employee shall not receive holiday pay for that portion of their regularly scheduled day.

A holiday will not cause a deduction from an employee's time or compensation. 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

Employees working thirty (30) hours a week are eligible to receive personal days upon completion of 90 days of employment.

Ten-eleven month employees are eligible for two (2) personal leave days each year for personal business, which cannot be accomplished during non-work hours. Twelve month employees are eligible for three (3) personal leave days each year for personal business, which cannot be accomplished during non-work hours. A staff member requesting personal leave must obtain prior approval from their supervisor by submitting a request through Frontline. Except in the case of emergency or unavoidable situations, a personal leave request should be submitted in Frontline five days before the actual requested date. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal five days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.

4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

Personal Leave Days may not be used for extending vacations and holiday periods. Absences immediately before and following vacations and holidays do not qualify for personal emergency leave. Absences at these times may require substantiation in the form of a medical certificate or verification. For 10-11 month work schedule, any personal days remaining at the end of the school year will roll over in the following manner, if 1 day remains it is rolled into your available sick days, if 2 days remain, one day is rolled into your available sick days and the other remains as a personal day for a total of no more than 3 personal days for the next school year. For 12-month employees, any personal days remaining will automatically roll over into your available sick days.

Leave to Serve as a Trustee of the Ill. Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with State law.

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. Leave for Service in the Military.
2. Leave for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence, or Other Crime of Violence.
5. Family Bereavement Leave.
6. Leave to serve as an election judge.
7. COVID-19 Paid Administrative Leave.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/10-20.83 (final citation pending), 5/24-2, 5/24-6, and 5/24-6.3.
10 ILCS 5/13-2.5, Election Code.
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147, School Visitation Rights Act.
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.
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 (Leaves of Absence)

ADOPTED: May 16, 2023