

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

Please refer to the current Collective Bargaining Agreement between Kildeer Countryside CCSD 96 Board of Education and Kildeer Countryside CCSD 96 Education Support Professionals Association.

For employees not covered by this agreement:

Sick Leave

Fourteen (14) days of sick leave will be granted to 12-month employees.

Unused sick leave shall be allowed to accumulate to a maximum of 240 days.

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.

A day of sick leave pay shall be in the same amount of a normal day's pay. The employee may use the current yearly sick leave at any time before it is actually earned. In the event of termination of employment, an adjustment will be made in the last payroll check(s) if the employee has been paid for more sick leave than earned.

Sick leave may be taken for personal illness, quarantine at home or serious illness or death in the immediate family or household. Members of the immediate family shall include father, mother, brother, sister, wife, husband and children or other relative whose regular residence is in the home of the employee. Sick leave may also be granted due to the death of a wife or husband's father, mother, brother or sister or the employee's grandparents.

Any employee who works less than twelve (12) months a year and eight (8) hours a day, will have sick leave prorated on the basis of actual time worked. For example, an employee working nine (9) months and six (6) hours per day on a consistent basis could be allowed eleven (11) six (6) hour sick days per year.

As a condition for paying sick leave after 3 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 advisor or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than 3 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.

Bereavement Leave

In the event of the death of the employee’s immediate family or household, or aunts, uncles and close personal friends, the employee shall be allowed three (3) days of bereavement leave. A day of bereavement leave pay shall be in the same amount as a normal day’s pay.

Vacation

Please refer to the current Collective Bargaining Agreement between Kildeer Countryside CCSD 96 Board of Education and Kildeer Countryside CCSD 96 Education Support Professionals Association.

For employees not covered by this agreement:

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

Length of Service	Amount of Vacation
1 year to 5 years	2 weeks (10 working days)
More than 5 years	One extra day per year will be added until a maximum of twenty (20) days is reached

All vacation time is to be pre-approved by the appropriate supervisor. Vacation is earned on the basis of one (1) day per month up to ten (10) days on a fiscal year basis. When an employee is eligible for more than ten (10) vacation days, a prorated share of the additional day(s) will be added to the one day earned in each of the first ten (10) months. In the event of termination of employment an adjustment will be made in the employee’s last payroll check(s) if paid for more vacation days than earned.

Holidays

Please refer to the current Collective Bargaining Agreement between Kildeer Countryside CCSD 96 Board of Education and Kildeer Countryside CCSD 96 Education Support Professionals Association.

For employees not covered by this agreement:

To receive pay for a holiday, an employee must work the day before and the day after a legal holiday, provided the days before or after are working days. This requirement can also be met using a day(s) of earned vacation or sick leave. Holidays occurring immediately before and after, or during authorized vacation time, shall be paid and will not be charged as vacation time.

Each employee shall be granted the following holidays off with pay:

Labor Day	Thanksgiving Day	Lincoln’s Birthday
Rosh Hashanah*	Christmas Day	Good Friday*
Yom Kippur*	New Year’s Day	Memorial Day
Columbus Day	Martin Luther King Jr’s Birthday	July Fourth
Veterans Day **	Casimir Pulaski’s Birthday	

In addition, each employee shall be granted one half (1/2) day off with pay on Christmas Eve and on New Year’s Eve when these days fall during the regularly scheduled work week.

Full time employees will receive eight (8) hours pay for all regularly established school holidays as listed. Part time employees will receive a pro rata share of eight (8) hours pay for holidays.

* Not legal holidays as listed in the School Code. If these holidays do not fall on a workday, holiday pay will not apply.

** The Friday following Thanksgiving will be a day off with pay in lieu of Veteran's Day. In the event a legal school holiday shall fall on Saturday or Sunday, the employee is still entitled to compensation for the holiday.

Personal Leave

Please refer to the current Collective Bargaining Agreement between Kildeer Countryside CCSD 96 Board of Education and Kildeer Countryside CCSD 96 Education Support Professionals Association.

For employees not covered by this agreement:

All twelve (12) month employees and those employees working a minimum of thirty (30) hours per week shall be allowed two (2) personal days per year, approved by District administration. All part time employees shall be allowed a pro rata share of personal day, approved by the District administration. Unused personal days will be allowed to accumulate as sick days.

Leaves of Absence Without Pay, Association Leave

Please refer to the current Collective Bargaining Agreement between Kildeer Countryside CCSD 96 Board of Education and Kildeer Countryside CCSD 96 Education Support Professionals Association.

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, 507 N.E.2d 134 (Ill.App.1. 1987); Elder v. School Dist.
No. 127 ½, 208 N.E.2d 423 (ILL.App.1,1965).

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

ADOPTED: April 5, 2011, July 14, 2015, January 17, 2017