

## Educational Support Personnel

### Sick Days, Vacation, Leaves and Holidays

#### Sick Days

Full or part-time educational support personnel who work at least 600 hours per year will receive a minimum of 10 paid sick leave days per year. Part-time employees will receive sick day pay equivalent to their regular work day. Unused sick leave shall accumulate to a maximum of 240 days, including the leave of the current year.

Sick leave includes personal illness, or as may be deemed necessary in other cases, quarantine at home, or serious illness, or death in the immediate family. The Executive Director and/or designee shall monitor the use of sick leave.

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 treatment as a basis for pay.

#### Vacation

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

<u>Length of Employment</u>		<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>	
Six month service by July 1st	End of year 1	5 Days
Beginning of year 1	End of year 8	10 Days
Beginning of year 9	End of year 15	15 Days
Beginning of year 16	End of year 25	20 Days
Beginning of year 26		25 Days

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 Executive Director 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 accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

### Personal Leave

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 Program Principal 3 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 week of the school year, unless prior approval is granted by the Executive Director.
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.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

### Leaves for Service in the Military and General Assembly

Any employee who shall enter military service or shall be recalled for active military duty while a member of the National Guard or the inactive reserves shall automatically be granted a leave without pay for an indefinite period without loss of salary schedule experience increments during the period of active military service, or loss of accumulative sick leave, provided said employee shall return to duty in the district within 30 days of release from the active duty.

### Bereavement Leave

Educational support personnel may receive up to three days during the bereavement for parents, spouse, parents-in-law, siblings, brothers-in law, sisters-in law, children, grandparents and parties to civil unions under 750 ILCS 75-120. Any other days related to death shall be deducted from accumulated sick leave.

### School Visitation Leave

An eligible employee is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child, if the conference or activity cannot be scheduled during non-work hours. Employees must first use all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee, except sick and disability leave.

### Holidays

Unless the District in which a Cooperative program or service is located receives a waiver or modification of The School Code pursuant to section 2-3.25g allowing it to schedule school on a holiday listed below, Cooperative employees will not be required to work on:

New Year's Day

Labor Day

Martin Luther King Jr.'s Birthday

Columbus Day

Abraham Lincoln's Birthday

Veteran's Day

Casimir Pulaski's Birthday

Thanksgiving Day

Memorial Day

Christmas Day

Independence Day

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

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