

**Educational Support Personnel**

**Sick Days, Vacation, Holidays, and Leaves**

Sick and Bereavement Leave

Twelve-month employees receive sick and bereavement benefits under the same terms and conditions as those employees covered by the Collective Bargaining Agreement between the Special Education Association of Kendall County and Kendall County Special Education Cooperative.

Other full or part-time educational personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to the maximum number of days that IMRF will recognize for retirement credit purposes.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Director and/or designee shall monitor the use of sick leave. Sick leave may be taken in full or half-day increments, but not for any other fraction of a day.

As a condition for paying sick leave after 3 days absence for personal illness or 30 days for birth or as the Board or Director deem necessary in other cases, the Board or Director 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 Director requires a certificate during a leave of less than 3 days for personal illness, the Cooperative 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 Director may require that the employee provide evidence that the formal adoption process is underway.

Vacation

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

<b><u>Length of Employment</u></b>	<b><u>Vacation Leave</u></b>
0 to 6 months	None
6 to 12 months	1 week
1 to 10 years	2 weeks
10 to 15 years	3 weeks

For every year of service over 15, one additional vacation day will be granted.

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 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.

### Holidays

Cooperative employees working in a member district will be required and be paid to work all days as established on the member district's school calendar. Employees working at the Cooperative or in more than one district will select a district's calendar to follow.

Unless the member district where a Cooperative employee works or the Cooperative 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, Cooperative employees will not be required to work on:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Casimir Pulaski's Birthday	Thanksgiving Day
Memorial Day	Christmas Day

The Cooperative 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

If an employee needs to attend to personal family business, the employee must request a personal day from the Director.

### 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.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.
4. Leave to serve as an election judge.

### Absence from Work

A Cooperative employee's absence from work for any unapproved reason will result in a deduction of a percentage of salary based on contract length.

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/  
School Dist 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987); Elder v. School Dist.  
No.127 1/2, 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: July 14, 2015