

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Sick Days

Full or part-time educational support personnel receive sick leave according to the Collective Bargaining Agreement.

Sick leave is defined in State law as personal illness, or as may be deemed necessary in other cases, quarantine at home, serious illness, or death in the immediate family, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

After 3 days absence for personal illness, the employee is required to furnish a physician's or a spiritual adviser's certificate of illness as a basis for pay.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the Collective Bargaining Agreement.

Vacation days are to be used according to the Collective Bargaining Agreement.

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

Holidays are granted according to the Collective Bargaining Agreement/

Personal Leave

Full-time educational support personnel receive personal leave according to the Collective Bargaining Agreement.

Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal 3 days before the requested date.

Personal Leave shall be granted according to the Collective Bargaining Agreement.

Leaves for Service in the Military and General Assembly

Educational support personnel receive military and General Assembly leaves on the same terms and conditions granted professional staff.

Bereavement Leave

Educational support personnel receive bereavement leave on the same terms and conditions granted professional staff.

School Visitation Leave

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

Leaves for Victims of Domestic or Sexual Violence

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

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.

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

ADOPTED: March 20, 2006

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