

Educational Support Personnel

5:330 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 Contractual Agreement between P.A.E.C. Governing Board - SEJA #803 and P.A.E.C. Council Local 571 IFT-AFT.

For employees not covered by this Agreement or if not addressed in this Agreement:

Please refer to the P.A.E.C. Employee Handbook.

Part-time employees who are eligible to participate in the Ill. Municipal Retirement Fund (IMRF) receive sick leave pay, which will be equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year. This policy is the Cooperative's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a Cooperative employee's retirement under the IMRF.

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 Executive Director 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 Executive Director deem necessary in other cases, the Board or Executive 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 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 Executive Director requires a certificate during a leave of less than three days for personal illness, the Cooperative 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 Executive Director 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 to 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

Executive Director may require that the employee provide evidence that the formal adoption or foster care process is underway.

Vacation

Please refer to the current Contractual Agreement between P.A.E.C. Governing Board - SEJA #803 and P.A.E.C. Council Local 571 IFT-AFT.

For employees not covered by this Agreement or if not addressed in this Agreement:

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>	
Beginning of year 2	End of year 5	10 Days per year*
Beginning of year 6	End of year 13	15 Days per year
Beginning of year 14		20 Days per year

* - 5 days may be used after the first 6 months of employment.

Part-time employees are not entitled to paid vacation days. The Executive Director will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by August 31 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.

A full-time 10 or 11 month employee who becomes a full-time 12 month employee, will have the 12 month starting date used when determining vacation calculations.

Holidays

Please refer to the current Contractual Agreement between P.A.E.C. Governing Board - SEJA #803 and P.A.E.C. Council Local 571 IFT-AFT.

For employees not covered by this Agreement or if not addressed in this Agreement:

Unless 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 legal school holiday listed below, educational support personnel will not be required to work on:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Indigenous Peoples' Day
Presidents' Day	Veterans Day
Casimir Pulaski's Birthday	2024 Election Day
Memorial Day	Thanksgiving Day

Memorial Day

Juneteenth National Freedom Day Christmas Day

Independence Day

A holiday will not cause a deduction from an employee's time or compensation. Part-time employees are not entitled to paid holidays. 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

Please refer to the current Contractual Agreement between P.A.E.C. Governing Board - SEJA #803 and P.A.E.C. Council Local 571 IFT-AFT.

For employees not covered by this Agreement or if not addressed in this Agreement:

Full-time educational support personnel in their first through ninth consecutive years have two paid personal leave days per year. Full-time educational support personnel in their tenth (10th) or more consecutive years have three paid personal leave days per year. 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 two (2) 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 (5) days of the school year, unless the Executive Director 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.
7. Once personal leave days are exhausted for the year, two (2) sick leave days, if available, may be used as personal leave days, in accordance with other requirements for the use of personal leave set forth above.

Unused personal days are carried over to the accumulative sick leave category.

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

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

Union Leave, Leave of Absence Without Pay, Extended Sick Leave

Please refer to the current Contractual Agreement between P.A.E.C. Governing Board - SEJA #803 and P.A.E.C. Council Local 571 IFT-AFT.

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. Child Extended Bereavement Leave.
7. Leave to serve as an election judge.
8. COVID-19 Paid Administrative Leave.

LEGAL REF.:

105 ILCS 5/10-20.7b, 5/10-20.83, 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/, Family Bereavement Leave Act.

820 ILCS 156/, Child Extended 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: January 17, 2024

Proviso Area for Exceptional Children (P.A.E.C.)
