

## Certified Personnel

### Leaves of Absence

Each of the provisions in this policy applies to all certified personnel to the extent it does not conflict with an applicable collective bargaining agreement or individual contract. In the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

#### Sick Leave

##### *Definition –*

Sick leave is defined in State law as personal illness, quarantine at home, or serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption.

Each certified employee is granted a minimum of 10 sick leave days each school year in accordance with 105 ILCS 5/24-6. The minimum number of sick days may be exceeded if specified in the current negotiated contract.

After 3 days absence for personal illness or 30 days for birth, as a condition for paying sick leave, the 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 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.

#### Sick Leave – Adoption

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.

#### Sabbatical Leave

Sabbatical leave may be granted in accordance with The School Code.

#### Personal Leave

##### *Definition –*

A personal leave day is defined as a day to allow time to conduct personal business (but not vacation, travel, or work stoppage), which is impossible to schedule at a time other than during a school day.

Certified staff members are granted personal leave each school year in accordance with the District's negotiated or individual employment agreement.

#### Leave of Absence Without Pay

The Board may grant a leave of absence without pay to tenured certified staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board.

Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with the reasonable continuity of instruction for students.

### Child-Rearing Leave

The Board may upon their discretion, grant a certified staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed 3 semesters), provided the request complies with this policy. As provided in this policy, nothing in this section shall prohibit a certified staff member from using paid sick days.

A certified staff member must request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date. The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess.

Subject to the insurance carrier's approval, the certified staff member may maintain insurance benefits at his or her own expense during a child-rearing leave.

A certified staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the certified staff member is qualified, subject to scheduling efficiency and instruction continuity.

### Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components of the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A certified staff member hired to replace one in military service does not acquire tenure.

### General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A certified staff member hired to replace one in the General Assembly does not acquire tenure.

### Leave for Employment in Department of Defense

The Board may grant certified staff members a leave of absence to accept employment in a Department of Defense overseas school.

### School Visitation Leave

An eligible certified staff member 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 certified staff member's child, if the conference or activity cannot be scheduled during non-work hours. Certified staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the certified staff member, except sick and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

### Leaves for Victims of Domestic or Sexual Violence

Any unpaid leave from work is available to any staff member who:

1. is a victim of domestic or sexual violence,
2. has a family, or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence.

The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of leave during any 12-month period.

Neither the law nor this policy creates a right of an employee to take unpaid leave that exceeds the unpaid leave allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

#### Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board will grant:

1. an unpaid leave of absence to a certified staff member who is an elected officer of a State or national certified staff member organization that represents certified staff members in collective bargaining negotiations;
2. 20 days of paid leave of absence per year to a trustee of the Certified staff members' Retirement System ~~to~~ in accordance with 105 ILCS 5/24-6.3; and
3. a paid leave of absence for the local association president of a State certified staff member association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

LEGAL REF.: 20 ILCS 1805/30.1 et seq.  
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.  
820 ILCS 147/1 et seq. and 180/1 et seq.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Educational Support Personnel – Sick Days, Vacation, Holidays, and Leaves)

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Adopted by the Board of Education March 1997

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