

## **Support Personnel**

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

Each of the provisions in this policy applies to all paraprofessional and support personnel to the extent that 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 agreement or individual agreement will control.

#### **Sick Leave**

##### *Definition –*

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 Superintendent and/or designee shall monitor the use of sick leave.

Full or part-time paraprofessional and support personnel who work at least 600 hours per year will be granted sick leave each school year in accordance with the District's negotiated or individual employment agreement. 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 registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice registered 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 Superintendent requires a certificate during a leave of less than 3 days, for personal illness, the District shall pay 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 Superintendent may require that the employee provide evidence that the formal adoption process is underway.

#### **Vacation**

Full or part-time paraprofessional and support personnel who work at least 600 hours per year will be granted vacation leave in accordance with the District's negotiated or individual employment agreement.

#### **Holidays**

Paraprofessional and support personnel shall be paid for, but shall not be required to work on, legal school holidays as approved on the official school calendar in accordance with the District's negotiated or individual employment agreement.

The District may require support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

#### **Personal Leave**

Full-time paraprofessional and support staff will receive personal leave as specified in the negotiated or individual employment agreement.

**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 I accordance with 105 ILCS 5/24-6.3.9

**Leaves for Service in the Military**

Leaves for service in the military shall be granted in accordance with State and federal law.

**Other Leaves**

Paraprofessional and support personnel receive the following leaves on the same terms and conditions granted certified staff members in policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly
2. School Visitation Leave
3. Leaves for Victims of Domestic or Sexual Violence

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 180/1 et seq.

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

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Adopted by the Board of Education October 2001

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