

## **Educational Support Personnel**

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

Sick Leave, Funeral Leave, Parental Leave, Leave of Absence Without Pay, Personal Business Leave

**Please refer to the current following collective bargaining agreements:**

**“Collective Bargaining Agreement between Peoria Federation of Support Staff -- Paraprofessional and School Related Personnel/IFT/AFT/AFL-CIO and Board of Education of Peoria District #150”**

**“Collective Bargaining Agreement between Home Facilitators and Board of Education of Peoria District #150”**

**“Collective Bargaining Agreement between Peoria Federation of Support Staff -- Clerical/IFT-AFT/AFL-CIO and Board of Education of Peoria District #150”**

**“Collective Bargaining Agreement between Coordinating Council for Maintenance and Operations Employees and Board of Education of Peoria District #150”**

**“Collective Bargaining Agreement between Peoria Federation of Support Staff -- Security/Police/Benevolent and Protective Association, Unit No. 114 and Board of Education of Peoria District #150”**

Sick Leave, Parental Leave, Leave of Absence Without Pay, Personal Business Leave

**Please refer to the “Collective Bargaining Agreement between Peoria Federation of Support Staff - Cafeteria/IFT-AFT/AFL-CIO and Board of Education of Peoria District #150”**

Sick Leave, General Leave, Additional Leave for Assault or Battery While on Duty

**“Collective Bargaining Agreement between American Federation of State, County and Municipal Employees, AFL-CIO on behalf of Local 3716 Peoria District #150 Transportation Department Employees and Board of Education of Peoria District #150”**

### Vacation

**Please refer to the following agreements:**

**“Collective Bargaining Agreement between Peoria Federation of Support Staff -- Clerical/IFT-AFT/AFL-CIO and Board of Education of Peoria District #150”**

**“Collective Bargaining Agreement between Coordinating Council for Maintenance and Operations Employees and Board of Education of Peoria District #150”**

### Holidays

**Please refer to the following agreements:**

**“Collective Bargaining Agreement between Peoria Federation of Support Staff -- Clerical/IFT-AFT/AFL-CIO and Board of Education of Peoria District #150”**

**“Collective Bargaining Agreement between Coordinating Council for Maintenance and Operations Employees and Board of Education of Peoria District #150”**

**For support staff employees not covered by these agreements:**

Unless the District receives a waiver or modification of The School Code pursuant to Section 2-3.25g allowing it to schedule school on a holiday listed below, District employees will be paid for, but will not be required to work on:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

The District 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.

#### Leaves for Service in the Military

Educational support personnel shall receive the same military leave that is granted professional staff.

#### School Visitation Leave

An eligible employee is entitled to a 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.

#### Absence Due to Illness, Injury, Childbirth or Adoption for Personnel Other Than Administrative Staff or Those Covered by a Separate Agreement

1. Each full-time employee working less than twelve months shall be credited with a sick leave reserve of twelve days of full pay for each year of eligible service in the Peoria Public Schools. Such sick leave reserve may accumulate to a maximum of 210 days. Each full-time employee working twelve months shall be credited with a sick leave reserve of thirteen days of full pay for each year of eligible service in the Peoria Public Schools. Such sick leave reserve may accumulate to a maximum of 220 days. A maximum of 210 sick days may be used for retirement benefits. If a full-time employee has accumulated more than 23 and less than 72 sick leave days prior to the commencement of any school year and during such year has exhausted all accumulated sick leave, then such employee may use up to three additional sick leave days in that school year. Each employee shall receive annually on or before October 1, a report of that employee's current available sick leave.
2. Any employee who is appointed after the opening day of the normal working year shall be credited with one day of sick leave for each full month left in the normal working year.
3. Each year at the beginning of an employee's term of employment, he or she shall have immediately available for use the entire sick leave reserve for that year as defined above, except that newly appointed employees must report for duty before being eligible for sick leave.
4. Extended Sick Leave Benefits:
  - a. After employees have exhausted their regular sick leave reserves, they may apply for disability benefits provided by the District through the Illinois Municipal Retirement Fund and receive one-half of their regular rate of pay which they are receiving at the date of disability, subject to the regulations governing IMRF.
  - b. If disability occurs during the first year of employment and after regular sick leave benefits are exhausted, employees may receive one-half pay until they become eligible for disability benefits through the Illinois Municipal Retirement Fund, provided that in no case will the extended benefits be for more than 45 days.

5. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness or death in the employee's immediate family or household. The immediate family for purposes of this section shall include: parents, spouse, brothers, sisters, children, grandparents, grandchildren, parent-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and legal guardians.
6. Sick leave shall not be debited for legal holidays or vacations.
7. In cases of continuous illness where an employee received compensation because of accumulated sick leave, a physician's or practitioner's certificate shall be submitted to the Payroll Department, if the employee is absent for more than ten days. A physician's certificate may be required as deemed necessary in other cases.
8. No employee shall lose his or her accumulated allowance of unused days of sick leave by reason of having been on leave of absence or because of service in the Armed Forces of the United States.
9. In the event an employee shall become ill during the school day, there shall be no consequent loss of pay for that day, except in the case of employees who have used up their current and accumulative sick leave. If employees qualify for loss of time benefits under Workmen's Compensation, Items 10, 11 and 12 will apply. If an employee is present at the beginning of any half-day session, attendance shall be credited for the entire half day.
10. Absence up to 30 working days per year due to duty-connected injury shall not be deducted from the employee's accumulated sick leave providing he or she qualifies for benefits under Workmen's Compensation. During this period, the Board shall pay the employee's full salary.
11. Absence up to 60 days per year due to injury from an assault sustained while on duty as an employee of District 150 shall not be deducted from the employee's sick leave. During this period, the Board shall pay the employee's full salary.
12. If an employee receives Workmen's Compensation for loss of time while receiving full salary from the District, such compensation shall be endorsed or remitted to the District.
13. A full-time staff member may use as many as five days of accumulated sick leave upon his or her adoption of a child or upon the birth of a child of which he is the father.
14. Employees who contribute to IMRF, but are less than full-time, shall be eligible for ten (10) sick leave days per year, effective January 1, 1990. Employees shall have five (5) days from January 1, 1990 to June 30, 1990.

Personal Business Leave for Personnel Other Than Administrative Staff or Those Covered by a Separate Agreement

A maximum of two (2) days per year, non-cumulative, shall be granted by the Principal or immediate supervisor for personal business leave, under the following conditions:

- A. For urgent and compelling personal business which requires absence from school.
- B. A twenty-four hour notice shall be given to the Principal or immediate supervisor except under extenuating circumstances.
- C. Leaves shall not be granted for inclement weather, road conditions or recreations.
- D. The employer may request the reason for the leave. If the reason is requested, the employee shall give the reason to the Principal or supervisor. In all cases, the reason shall be kept confidential. Confidentiality shall not be breached if the Principal or supervisor reports the reason to the Superintendent or designee.
- E. Except under extenuating circumstances, personal business leave days shall not be granted the day before or after a holiday, or vacation periods.
- F. For persons who return from leave, or employed after the opening day of school and on or before the last day of November, two days personal business leave shall be granted for that school year.

Persons who return from leave, or employed between the first day of December and the last day of February, shall be granted one day personal business leave for that school year. Unused personal business leave days will be added to accumulated sick leave days for the following year. Such sick leave reserve may accumulate to a maximum of 220 days for twelve month employees and 210 days for less than twelve month employees.

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)

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