

## Educational Support Personnel

### **5:330 Sick Days, Holidays, and Leaves**

Sick Leave, Personal Business Leave, Professional Leave, Unpaid Leave of Absence, Association Leave, Professional Leave, IMRF Service Credit Plan

**Please refer to the "Collective Bargaining Agreement Between the South Eastern Special Education District and South Eastern Special Education Association."**

As a condition for paying sick leave after 3 days absence for personal illness or 30 days for birth or as the Board or Director deem necessary in other cases, the Board or 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 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 adviser or practitioner of the employee's faith. If the Board or Director requires a certificate during a leave of less than 3 days for personal illness, the District shall pay the 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 Director may require that the employee provide evidence that the formal adoption process is underway.

#### Holidays

**Please refer to the "Collective Bargaining Agreement Between the South Eastern Special Education District and South Eastern Special Education Association."**

#### 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 in accordance with 105 ILCS 5/24-6.3.

#### Leaves for Service in the Military

Educational support personnel receive military 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.

#### Child Bereavement Leave

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

#### Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same election day.

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/.

820 ILCS 154/.

School Dist 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987); Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).

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

ADOPTED:February 22, 2017

**South Eastern Special Education Coop**

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