

## **General Personnel**

### **Leaves, Holidays, and Vacations**

Each provision, term, and condition of the following policy shall apply to all SASED employees except where a collective bargaining agreement, memorandum of understanding or memorandum of agreement offers a specific differing provision, term, or condition to a bargaining unit employee. In such case, the specific differing provision, term, or condition shall apply to the bargaining unit employee. In the absence of a specific differing provision, term, or condition, the policy shall be fully applicable to a bargaining unit employee.

#### Leaves for Service in the Military

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

#### General Assembly

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

#### School Visitation Leave

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

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

#### Leaves for Victims of Domestic, or Sexual Violence, Gender Violence, or Other Crime of Violence

An unpaid leave from work is available to any employee who: (1) is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or (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 violence, sexual violence, gender violence, or any other crime of 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 SASED employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time 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 of Control will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or national teacher organization that represents teachers in

collective bargaining negotiations, (2) 20 days of paid leave of absence per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as described in 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in SASED, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

#### Bereavement Leave

All SASED full-time employees are entitled to Bereavement Leave in the event of the death of the employee's parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardian, or an individual residing in the household. The first three (3) days of leave connected with such death shall not be deducted from accumulated sick leave, personal/emergency leave, or occasion any loss of salary. If circumstances require additional absence due to such death, such leave shall be deducted from accumulated sick leave, if available. Employees who work less than full-time will receive paid Bereavement Leave on a pro-rata basis. Bereavement leave shall not accumulate in any form. A full-time employee hired at any time during a school year will receive this benefit.

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 *et seq.*) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

#### Emergency Leave

The Board of Control shall grant to each full-time employee, one (1) day of paid Emergency Leave without loss of pay each work year. Part-time employees shall be granted pro-rated emergency leave based on the percentage of employment time.

Emergency Leave is appropriate only when an event or situation occurs unexpectedly, which if not responded to immediately, could have a serious and adverse impact on the employee, his/her immediate family or his/her property.

An employee requiring the use of an Emergency Day is expected to inform his/her immediate supervisor of the nature of the emergency and request use of an Emergency Day as soon as possible. If the emergency prevents the employee from notifying his/her immediate supervisor prior to the employee's absence from work, the employee shall notify his/her immediate supervisor as soon as practicable of the nature of the emergency and request use of an emergency day.

Emergency Leave may be used at any time during the school year. It may be used for illness, and is applicable for observance of a religious holiday of the employee's faith.

Unused Emergency Leave shall be credited to the employee's sick day accumulation for the following school year.

#### Personal Business Leave

All SASED full-time employees are entitled to two (2) days of Personal Business Leave without loss of pay each work year, upon written notice to the Executive Director or designee. Part-time employees shall be granted pro-rated personal business leave based on the percentage of employment time. Such leave shall be for a purpose which cannot be concluded during non-school days or hours. Such notice shall be submitted to the Executive Director or designee at least two (2) working days in advance.

Personal Business Leave may not be utilized during the first five (5) days or last five (5) days of the school year, or on the day preceding or following a school holiday or recess period. The foregoing restriction may be waived by the Executive Director for good cause and such waiver shall be non-precedential.

Personal Business Leave shall not be granted for purposes of recreation, accompanying another on a trip, a job interview, any activity likely to produce income (except capital gains earned as a result of the sale of a personal residence), or to participate in any form of work stoppage or protest. Personal Business Leave may be utilized for illness, and shall be applicable for observance of a religious holiday of the employee's faith or for bereavement of other than a family member.

Unused Personal Business Leave shall be credited to the employee's sick day accumulation for the following school year.

#### Sick Leave

All SASED full-time employees shall be entitled to fourteen (14) sick leave days per school term without loss of pay. Effective March 1, 2019, sick leave may be used on an hourly basis, or in one half (1/2) of full-day increments. Sick leave shall accumulate to a maximum of 300 days, or as otherwise provided by law, whichever shall be the greater. Sick leave shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption, or the acceptance of a child in need of foster care. Immediate family shall be defined as parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardian, or an individual residing in the household. The Executive Director may require a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, a chiropractic physician licensed under the Medical practice Act, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advance practice nurse to perform health examinations, or a physician's assistant who has been delegated the authority to perform health examinations by his/her supervising physician, or if the treatment is by prayer or spiritual means, that a spiritual advisor or practitioner of the employee's faith, as a basis for pay during leave after an absence of three (3) days for personal illness, or 30 days for birth or as the Executive Director may deem necessary in other cases. If the Executive Director requires a certificate for pay during leave of less than three (3) days, the Board shall pay the expenses incurred by the employee in obtaining the certificate.

Staff members 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 of Control or 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 of 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 of Control or Executive Director may require that the employee provide evidence that the formal adoption or foster care process is

underway.

#### Extended Leave of Absence

The Board of Control may grant a leave of absence to teachers or licensed full-time employees (i.e., licensed by the Department of Professional and Financial Regulation) for any of the purposes specified herein. Such leave may be for one (1) full semester or one (1) full school term and shall be without pay and benefits unless otherwise specified by the Board of Control. A request for such leave shall be made on a form provided by the Executive Director. Reasons for which the Board of Control may grant such leave are:

1. An exchange teaching or professional program in another state, territory, or country.
2. An educational program related to the teacher's/licensed employee's current assignment. A determination regarding whether or not such proposed educational program is related to the teacher's/licensed employee's current assignment shall be made by the Executive Director.
3. Travel related to the teacher's/licensed employee's professional activities.
4. A work program that can reasonably be expected to result in the teacher's/licensed employee's professional growth in the areas of his or her current assignments.
5. For other reasons which may result in benefit to SASED as determined solely by the Board of Control.

#### Holidays

All full-time 12-month employees and 10-month secretaries, custodians and couriers will be entitled to paid holidays that appear on the school calendar adopted by the Board of Control or those holidays established by resolution of the Board of Control. All part-time 12-month employees and 10-month secretaries shall be granted holidays on a pro-rata basis as a percentage of actual time worked.

#### Vacation

All full-time 12-month employees will be entitled to ten (10) paid vacation days unless otherwise negotiated in an employment contract. After the 5<sup>th</sup> year of employment, one additional vacation day per year will be earned to a maximum of 20 days per year in the 15<sup>th</sup> year. 12-month employees who work part-time or are employed after July 1 of any fiscal year shall be granted vacation days on a pro-rata basis as a percentage of actual time worked. Vacation days earned during any fiscal year will be available for use by the employee until January 1 of the following fiscal year.

LEGAL REF.:      20 ILCS 1805/30.1 et seq.  
                      105 ILLC 5/10-20.7b, 5/24-2, and 5/24-6  
                      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)

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