

Professional Personnel

Leaves of Absence

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

Sick Leave – Non-260 Day Professional Staff

Each full time non-260 day professional staff member is granted sick leave each school year without the loss of pay, utilizing an accrual system as follows:

- A. 0-4 years, 12 days
- 3 sick days available at the beginning of the school year;
 - 3 more sick days available at the end of the 2nd pay period;
 - 3 more sick days available at the end of the 4th pay period;
 - 3 more sick days available at the end of the 6th pay period.

12 TOTAL

If additional days are needed prior to accrual, these days can be granted based upon approval by the Board or its designee. Denial by the Board or its designee for the use of accrual sick leave time also denies the use of the Sick Leave Donation.

- B. 5-15 years, 13 days
C. 16 years – retirement, 14 days

Sick Leave – 260 Day Professional Staff

Each full time 260 day full-time professional staff member is granted sick leave each school year without the loss of pay, utilizing an accrual system as follows:

- A. 0-4 years, 15 days
- 3 sick days available at the beginning of the school year;
 - 3 more sick days available at the end of the 2nd pay period;
 - 3 more sick days available at the end of the 4th pay period;
 - 3 more sick days available at the end of the 6th pay period;
 - 3 more sick days available at the end of the 8th pay period.

15 TOTAL

If additional days are needed prior to accrual, these days can be granted based upon approval by the Board or its designee. Denial by the Board or its designee for the use of accrual sick leave time also denies the use of the Sick Leave Donation.

- B. 5-15 years, 16 days
C. 16 years – retirement, 17 days

Any unused sick days shall be accumulated.

Use of sick-leave days shall be for:

- A. Personal illness, confirming injury or quarantine
- B. Illness in the immediate family or household.

The School Board may require a physician's certificate or, if treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of such person's faith as a basis for pay during an absence of three (3) days of personal illness or as it may deem necessary in other cases.

Employees shall be notified in writing as to the current number of accumulated sick leave days.

Bereavement Leave

Leave and bereavement shall not be cumulative, but based on occurrences. All teachers shall be allowed up to five (5) days absence without loss of pay, for the death of a member of the immediate family (parent or person in loco parentis, spouse, child, brother, sister, mother-in-law, father-in-law), or domestic partner. Up to three (3) days absence, without loss of pay, shall be granted for the death of a grandmother, grandfather, grandchild, niece or nephew. For other relatives not in the immediate family, a teacher shall be granted a one (1) day absence without loss of pay. The use of such leave will not cause any reduction in sick leave days or personal business days. Upon request, proof may be required.

To be eligible for use of bereavement leave for qualified domestic partners, bargaining unit members must file an affidavit with the Superintendent which meets the following conditions:

- They are each other's sole domestic partner, responsible for each other's common welfare;
- Neither party is legally married to another individual;
- The partners are not related by blood or any closer than would be marriage in the state of Illinois;
- Each partner resides at the same residence;
- Two of the following conditions exist for the partners;
 1. The partners have been residing together for at least twelve (12) months prior to filing the affidavit of domestic partnership;
 2. The partners have common joint ownership of a residence;
 3. The bargaining unit member declares that the domestic partner is identified as a primary beneficiary in the bargaining unit member's will;
 4. The partners have at least two of the following: (a) joint ownership of a vehicle, (b) joint credit account, (c) joint checking account, or (d) lease for a residence identifying both domestic partners as tenants.

Sabbatical Leave

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

Personal Leave

Professional staff members are granted personal leave days per year based on the following schedule:

- A. Each full-time certified teacher shall be granted Personal Business Days with deduction in pay, for the purpose of transacting or attending to personal business, as follows: leave days per year based on the following schedule:
- 0-4 years, 2 days
 - 5-15 years, 3 days
 - 16 – retirement, 3 days

Unused days shall accumulate as sick days.

- B. Request for leave shall be made at least three (3) days before leave is needed (except when times does not permit) and submitted to the Principal for approval. Since leave is of a personal nature, a reason shall not be stated.

- C. Personal Business Days may not normally be granted for the day preceding or following holidays or vacations and the first day and the last day of the school year. Days taken without permission are subject to a deduction of one day's pay.

A personal leave day is defined as a day to allow professional personnel 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. Any unused personal leave day in a school year will be credited to the cumulative sick leave.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave request should be submitted to the Building Principal 3 days in advance of the requested date,
2. No personal leave days may be used immediately before or immediately after a holiday unless the Superintendent grants prior approval,
3. Personal leave may not be used in increments of less than one-half day,
4. Personal leave days are subject to a substitute's availability,
5. Personal leave days may not be used during the first and/or last 5 days of the school year,
6. Personal leave days may not be used on in-service and/or institute training days, and
7. Personal leave may not be used by more than 10% of the teaching staff in each building at the same time.

Leave of Absence Without Pay

The Board may grant a leave of absence without pay to tenured professional 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 a reasonable continuity of instruction for students.

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.

Child-Rearing Leave

The Board shall grant a professional 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. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy.

A teacher 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 teacher may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the teacher 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 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.

Leave for Employment in Department of Defense

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

School Visitation Leave

An eligible professional 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 teacher's child, if the conference or activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal

leave, compensatory leave, and any other leave that may be granted to the professional 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

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic or sexual 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 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 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 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) twenty 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 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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