

PRESS PLUS ISSUE #121 (MARCH 2026)
4/24/26 POLICY COMMITTEE MEETING

1. ACTION TO BE TAKEN:

 CONSENT

 1st READING

 KEEP IN COMMITTEE

 DELETE POLICY

2. POLICY COMMITTEE TO DETERMINE:

 Adopt as Presented
(change "revised" & "reviewed" date)

 Adopt with Additional District Edits
(change "revised" & "reviewed" date)

 Not Adopted
(change "reviewed" date)

Document Status: Draft Update

Educational Support Personnel

5:330 Sick Days, Vacation, Holidays, and Leaves

Please refer to the current agreement: Between the Board of Education, School District #74, Lincolnwood, Illinois and the Lincolnwood Support Staff Union, Local 1274 IFT/AFT, AFL-CIO for additional information, if applicable.

For employees not covered by this agreement:

Sick Days

Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, illness or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The Superintendent or designee shall monitor the use of sick leave.

Ten (10) month employees who work at least 600 hours per year receive 15 paid sick days of which 4 shall be considered personal days. Any personal days not used by the end of the employee work year accrue as sick days. Part-time employees will receive sick leave day(s) equivalent to their work day. Unused sick leave shall accumulate without limit.

All full-time twelve (12) month employees will receive 17 paid sick days and 4 personal days. Any personal days not used by June 30 accrue as sick days. Part-time employees will receive sick leave days equivalent to their work day. Unused sick leave shall accumulate without limit.

The Board may require a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse, (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, 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 as it may deem necessary in other cases.

Employees 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 or the Superintendent 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 to 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 or

Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Sick Days - Retirement

Employees may receive a stipend for each unused sick day in excess of those applied toward their IMRF Retirement Plan upon retirement at the age fifty-five (55) or older. The stipend shall be 1/10 of the employee's per diem wage rate.

This payment will be made in the month after the month following the employee's date of retirement (e.g. an employee who retires as of June 15 will be paid in August).

Vacation

All full-time 12 month personnel shall be entitled to a paid vacation day allotment in accordance with the following schedule: Year One through Year Five, 15 Days; Year Six through Year Ten, 18 Days; Beyond Ten Years, 21 days.

Vacation time will be arranged by mutual agreement between classified office personnel and the Supervising Administrator. Said vacation days shall be used during the period July 1 of the current year to the end of July of the following year (13 months). On August 1 of each year, up to five (5) unused vacation days shall be rolled into the employee's sick leave accumulation and any remaining unused days shall be forfeited unless an exception for an extension is granted by the employee's supervisor.

Holidays

The District will observe all State and federal holidays as identified in the School Code, unless waived exemptions apply. At the discretion of the Superintendent, personnel may be granted additional days off with prior notice. A holiday will not cause a deduction from an employee's time or compensation.

Leaves for Service in the Military and General Assembly

Educational support personnel shall receive the same military and General Assembly leaves that are granted professional staff.

Bereavement Leave

Educational support personnel receive bereavement leave on the same terms and conditions 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 Violence, Sexual Violence, Gender Violence, or Other Crime of Violence

Educational support personnel receive a leave for victims of domestic violence, sexual violence, or gender violence on the same terms and conditions granted professional staff.

Leave to Serve as a Trustee of the Ill Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill.

Municipal Retirement Fund in accordance with State law.

Family Bereavement Leave

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

Child Extended Bereavement Leave

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

Leave to Serve as an Election Judge

An eligible employee is entitled to leave to serve as an election judge on the same terms and conditions granted professional staff.

COVID-19 Paid Administrative Leave

Educational support personnel receive COVID-19 paid administrative leave on the same terms and conditions granted professional staff.

Family Neonatal Intensive Care Leave [PRESSPlus1](#)

Educational support personnel family neonatal intensive care leave on the same terms and conditions granted professional staff.

LEGAL REF.:

[105 ILCS 5/10-20.7b](#), [5/10-20.83](#), [5/24-2](#), [5/24-6](#), and [5/24-6.3](#).

[10 ILCS 5/13-2.5](#), Election Code.

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act.

[820 ILCS 154/](#), Family Bereavement Leave Act.

[820 ILCS 156/](#), Child Extended Bereavement Leave Act.

[820 ILCS 157/](#), Family Neonatal Intensive Care Leave Act.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act.

School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); *Elder v. Sch. Dist. No.127 1/2*, 60 Ill.App.2d 56 (1st Dist. 1965).

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

ADOPTED: September 10, 2002

REVISED: February 1, 2024

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PRESSPlus Comments

PRESSPlus 1. Updated in response to 820 ILCS 157/, added by P.A. 104-259, eff. 6-1-26. See policy 5:250, *Leaves of Absence*, for important information about this leave. **Issue 121, March 2026**