

Document Status: Draft Update

Educational Support Personnel

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

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

Sick Days, Sick Leave Bank

Please refer to the current Professional/Support Personnel contract titled Professional Negotiation Agreement between the Board of Education of United Township High School District No. 30 and the United Township Education Association - IEA-NEA.

Bus Drivers – Sick Leave

Please refer to the current Bus Drivers contract titled United Township High School and Teamsters Local Union No. 371.

For those employees not covered by these Agreements:

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

~~Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.~~

Sick leave is defined in State law as personal illness, or as may be deemed necessary in other cases, mental or behavioral complications, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent or designee shall monitor the use of sick leave.

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

Vacation

Please refer to the current Professional/Support Personnel contract titled Professional Negotiation Agreement between the Board of Education of United Township High School District No. 30 and the United Township Education Association - IEA-NEA.

Bus Drivers

Please refer to the current United Township High School and Teamsters Local Union No. 371.

Bus Drivers - Vacation

Please refer to the current Bus Drivers contract titled United Township High School and Teamsters Local Union No. 371.

For those employees not covered by ~~these~~ this Agreements:

Educational support personnel receive paid vacation days on the same terms and conditions granted professional staff.

~~Twelve-month employees shall be eligible for paid vacation days according to the following schedule:~~

<u>Length of Employment</u>		<u>Earned Per Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned allocated in one the fiscal year must be used by the end of the following fiscal year June 30; they days do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Holidays

Please refer to the current Professional/Support Personnel contract titled Professional Negotiation Agreement between the Board of Education of United Township High School District No. 30 and the United Township Education Association - IEA-NEA.

Bus Drivers - Holidays

Please refer to the current Bus Drivers contract titled United Township High School and Teamsters Local Union No. 371.

For those 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 legal school 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
President's Day	Veterans Day
Casimir Pulaski's Birthday	2024 General Election Day, when required by law PRESSPlus1
Memorial Day	Thanksgiving Day
Juneteenth National Freedom Day (12-month employees only)	Christmas Day
Independence Day (12-month employees only)	

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.

Personal Leave

Please refer to the current Professional/Support Personnel contract titled Professional Negotiation Agreement between the Board of Education of United Township High School District No. 30 and the United Township Education Association - IEA-NEA.

Bus Drivers - Personal Days Leave

Please refer to the current Bus Drivers contract titled United Township High School and Teamsters Local Union No. 371.

For those employees not covered by these Agreements:

Educational support personnel receive personal days on the same terms and conditions granted professional staff.

Full-time educational support personnel have one paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

Leaves for Service in the Military and General Assembly

Educational support personnel receive military and General Assembly leaves on the same terms and conditions granted professional staff.

Bereavement Leave

Please refer to the current Professional/Support Personnel contract titled Professional Negotiation Agreement between the Board of Education of United Township High School District No. 30 and the United Township Education Association - IEA-NEA.

Bus Drivers – Bereavement Leave

Please refer to the current Bus Drivers contract titled United Township High School and Teamsters Local Union No. 371.

For those employees not covered by ~~this~~ these Agreements:

Educational support personnel receive bereavement 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 Violence, Sexual Violence, Gender Violence, or Other Crime of Violence

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

Anticipated Temporary Medical Leave, Disability Leave, Other Leaves

Please refer to the current Professional/Support Personnel contract titled Professional Negotiation Agreement between the Board of Education of United Township High School District No. 30 and the United Township Education Association - IEA-NEA.

Child Rearing/Adoption Leave, Leave of Absence Without Pay, Association Leave

Please refer to the current Professional/Support Personnel contract titled Professional Negotiation Agreement between the Board of Education of United Township High School District No. 30 and the United Township Education Association - IEA-NEA.

Bus Driver - Professional Leave/Emergency Leave/Mechanics Vacation

Please refer to the current United Township High School and Teamsters Local Union No. 371.

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

Educational support personnel receive a 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 [PRESSPlus2](#)

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: April 10, 2007

REVISED: January 14, 2008; December 14, 2009; October 6, 2014; July 13, 2015; November 14, 2016; December 12, 2016; May 13, 2019; January 13, 2020; October 19, 2020; February 14, 2022; January 9, 2023; December 11, 2023

REVIEWED:

PRESSPlus Comments

[PRESSPlus 1.](#) The General Assembly passed legislation adding General Election Day as a school holiday for 2020, 2022, and 2024. Language referring to a General Election holiday when required by law is maintained in this policy should this practice continue. **Issue 121, March 2026**

[PRESSPlus 2.](#) 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**