

## **Educational Support Personnel**

### **Leaves of Absence**

#### **Sick and Bereavement Leave**

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.

Please refer to the Collective Bargaining Agreement between the Creve Coeur Service Personnel Association/IEA/NEA and the School Board. Creve Coeur School District will follow all Federal and State mandated laws.

#### **Vacation**

Please refer to the Collective Bargaining Agreement between the Creve Coeur Service Personnel Association/IEA/NEA and the School Board.

#### **Holidays**

Please refer to the Collective Bargaining Agreement between the Creve Coeur Service Personnel Association/IEA/NEA and the School Board.

#### **Other Leaves**

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic, Sexual Violence, Gender Violence, or Other Crime of Violence.
4. Child Bereavement Leave.
5. Leave to serve as an election judge.
6. COVID-19 Paid Administrative Leave.

#### **Personal Leave**

Please refer to the Collective Bargaining Agreement between the Creve Coeur Service Personnel Association/IEA/NEA and the School Board.

### Leave of Absence without Pay

Please refer to the Collective Bargaining Agreement between the Creve Coeur Service Personnel Association/IEA/NEA and the School Board.

### Child-Rearing Leave

Please refer to the Collective Bargaining Agreement between the Creve Coeur Service Personnel Association/IEA/NEA and the School Board.

### Leaves for Service in the Military and General Assembly

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 on in military service does not acquire tenure.

### School Visitation Leave

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

### Leaves for Victims of Domestic or Sexual Violence

Any professional staff member may take an unpaid leave from work 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 interest 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, an employee is entitled to a total of 12 work weeks of 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 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.

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.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.  
330 ILCS 61/, Service Member Employment and Reemployment Rights Act.  
820 ILCS 147, School Visitation Rights Act.  
820 ILCS 154/, Child Bereavement 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 (Professional Personnel - Leaves of Absence)

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