

## 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 Leave, Bereavement Leave, Personal Leave

**Please refer to the following bargaining agreements:**

**Agreement Between Board of Education Belleville Township High School District No. 201 and Secretaries Council Federation of Teachers, Local 434 of the American Federation of Teachers.**

**Agreement Between Board of Education Belleville Township High School District No. 201 and Teacher Assistants Council Federation of Teachers, Local 434 of the American Federation of Teachers.**

**Agreement Between the Belleville Township High School Board of Education and Local Union #116 Service Employees Union.**

**Agreement Between the Belleville Township School Board of Education and Operating Engineers.**

**Those not covered by the above agreements receive the same terms and conditions as those that are covered.**

#### Vacation

**Please refer to the following bargaining agreements:**

**Agreement Between Board of Education Belleville Township High School District No. 201 and Secretaries Council Federation of Teachers, Local 434 of the American Federation of Teachers.**

**Agreement Between the Belleville Township High School Board of Education and Local Union #116 Service Employees Union.**

**Agreement Between the Belleville Township School Board of Education and Operating Engineers.**

**For employees not covered by these agreements:**

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

<u>Length of Employment</u>	<u>Monthly Accumulation</u>	<u>Maximum Vacation</u>	<u>Leave Earned Per Year</u>
<u>From:</u> Beginning of year 2	<u>To:</u> 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

During the first year of employment, employees will earn vacation based on number of days worked in the fiscal year. For example, an employee who is employed four full months shall receive 3 1/3 days of vacation.

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

Twelve month secretaries hired before July 1, 2004, may accrue vacation earned the year before they retire and vacation time earned the year they retire to be paid upon retirement.

#### Holidays

**Please refer to the following bargaining agreements:**

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**For employees not covered by these agreements:**

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Casimir Pulaski's Birthday	2020 Election Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

A holiday will not cause a deduction from an employee's time or compensation. 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.

Leave of Absence Without Pay

**Please refer to the following bargaining agreements:**

**Agreement Between Board of Education Belleville Township High School District No. 201 and Secretaries Council Federation of Teachers, Local 434 of the American Federation of Teachers.**

**Agreement Between Board of Education Belleville Township High School District No. 201 and Teacher Assistants Council Federation of Teachers, Local 434 of the American Federation of Teachers.**

Fringe Benefits - Part-Time Employees

Sick leave days shall be prorated according to the hours worked per day and the semesters worked per year.

Retirement contributions and procedures shall follow the rules of the retirement system involved.

Full-year part-time employees shall be eligible to participate on a prorated basis in the medical and life insurance plan offered through the school. Part-time employees hired for less than the full school year shall not be eligible to participate in the medical and life insurance plan, unless the employee is covered by a District 201 collective bargaining agreement that established different guidelines.

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 Ill. Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

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 Violence, Sexual Violence, or Gender Violence.
4. Leave to serve as an election judge.

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 (Leaves of Absence)

Adopted: October 19, 2020

**Belleville THSD 201**

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