

Regional Office of Education No. 40
Calhoun, Greene, Jersey, Macoupin Counties

Policy 4-001

Sick Leave

Each non-county employee working 24 hours or more per week shall be allowed ten days each year for personal illness, or for illness or death in the immediate family. Such sick leave shall accumulate at the rate of 0.833 sick days per month and shall be available for immediate use upon accumulation. Illness shall be defined as personal illness, quarantine at home, medical appointments, or serious illness or death in the immediate family. The immediate family shall include parents, spouse, siblings, and children. For employees working on less than a full-day schedule, a sick leave day shall be a day of the same length as that employee's normal working day. Unused sick leave may be carried forward beyond the fiscal year in which it was earned and may be allowed to accumulate to a maximum of 90 days. Upon retirement, unused days may be used as service credit for those employees participating in the Illinois Teachers Retirement System or the Illinois Municipal Retirement System. TRS and IMRF regulations shall determine the appropriate use and number of these unused sick leave days.

Employees working and paid on a daily basis shall not be eligible for sick leave.

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Employees working and paid on a daily basis shall not be eligible for sick leave.

Personal Leave

Each non-county employee working 24 hours or more per week shall be allowed 2 personal leave days each year for personal business. Personal leave days shall not accumulate from year to year, but unused leave days will be allowed to accumulate toward the 90 days sick leave accumulation maximum. For employees working on less than a full-day schedule, a personal leave day shall be a day of the same length as that employee's normal working day.

In instances of emergency, an employee may, after having used all personal leave time, request approval from the Regional Superintendent to draw upon sick leave accumulation for personal business leave. Such approvals will be considered on an individual, instance by instance basis.

County Employees

Sick leave and personal leave for persons whose employment is regulated by one of the counties comprising ROE No. 40 will follow the sick leave and personal leave policies of that respective County Board.

Employees working and paid on a daily basis shall not be eligible for personal leave.

Absence Reporting

When an employee is absent from work for any reason, said employee is responsible to complete an Absence Report Form stating the date, reason for absence, and absence category for each day the employee is away from work.. The purpose of the Absence Report Form is to record days away from work for accounting purposes. Upon completion of the report form, the employee shall sign and date the document and return it to the secretary in charge of employee attendance recording. The office administrator will approve absence reports and determine if the days are deducted from sick leave, personal leave, assigned absence, or assigned as a salary deduction.

The employee in charge of attendance recording will maintain records of absence and provide each employee with an annual summary of absence and accumulated leave time.

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Policy 4-004

Holidays

A holiday schedule will be established at the beginning of each employment year to designate the official holidays for that period. Employees, who for some reason, are required to work on an official holiday, will be allowed to choose another day on which to be absent from work. Unused holidays cannot carry forward from one year to the next.

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Policy 4-005

Vacation

Each full-time employee will be granted vacation time based on their length of service with ROE No. 40 according to the following schedule:

Year 0 thru Year 4	<u>10</u> days vacation/yr	(0.833 days/month)
Year 5 thru Year 14	<u>15</u> days vacation/yr	(1.25 days/month)
Year 15 thru Retirement	<u>20</u> days vacation/yr	(1.666 days/month)

Employees working on a full-time, but part-day schedule will be allotted days of the same length as that employee's normal workday. Temporary and part-time employees are not eligible for paid vacation.

Vacations must be scheduled and approved by the Regional Superintendent or Assistant Regional Superintendent of Schools. During the first year of employment, an employee must complete three months of service before being eligible to use vacation days.

Vacation days must be used within the same calendar year in which it was earned unless approval to carry-over vacation time is granted, in writing, by the Regional Superintendent. Maximum vacation carry-over is 20 days.

Employees having earned vacation privileges prior to July 1, 2002 under another allocation system shall receive the vacation allotments established under that system. The individual employee affected by this policy shall be responsible to document and verify those allotments prior to July 1, 2003.

County Employees

Vacation for persons whose employment is regulated by one of the counties comprising ROE No. 40 will follow the vacation policies of that respective

County Board. Vacation scheduling for these employees must be approved by the Regional Superintendent.

Family and Medical Leave

Employees may apply for up to twelve (12) weeks of unpaid leave per twelve (12) month period under the provisions of the Family Medical Leave Act of 1993. Leave will be granted to any eligible employee who applies under the following circumstances:

1. The employee's own serious medical condition.
2. The employee's need to care for a parent, spouse, or child with a serious health condition.
3. The birth or adoption of a child by the employee or the placement of a foster child with the employee.

Eligibility

To be eligible for Medical and Family Leave, the employee must have at least twelve months service and have worked a minimum of 1250 hours during the twelve month prior to the leave. In addition, the leave for birth or placement of a child must take place within twelve months of the birth or placement.

Request for Leave

The employee shall submit a written request to the Regional Superintendent giving the reason for the leave and the requested leave dates. An employee may request to take the leave in intermittent periods in the case of the employee's own illness or the serious illness of a spouse, child, or parent, but not the birth, adoption or placement of a child.

For leave based upon serious health conditions, medical documentation from a physician must be submitted with the leave request. The Regional

Superintendent may require a second opinion from a physician.
Reimbursement will be handled by the Regional Office of Education.

Benefits During Leave

During leave based upon serious health conditions, all accrued sick, vacation, holiday, and personal leave must be utilized before unpaid leave is granted. The total of both paid and unpaid leave times must not exceed twelve weeks in a twelve-month period.

During leave for birth, adoption, or placement of a child, sick leave will be utilized during the period of physical disability of the mother and/or child. Next, any accrued vacation, holiday, and personal leave will be utilized before unpaid leave is given. The total of both paid and unpaid leave times must not exceed twelve weeks in a twelve-month period.

During a medical or family leave, vacation and sick leave will continue to accrue as long as the employee is on paid status. Employees who participate in the group health insurance plan will remain so covered and the ROE will continue to pay the established rate for this classification of employee. Any employee share will be the responsibility of the employee.

Return to Work

At the conclusion of Family or Medical Leave of up to twelve weeks, the employee will be returned to the same position or a comparable position with equivalent benefits, pay, and other terms and conditions of employment.

Extended Medical Leave

Employees who are unable to return to work within the twelve week maximum period for Family and Medical Leave, may apply in writing for an extension of their leave under the provisions of this section.

Such extensions require the approval of the Regional Superintendent. Extensions may be granted for up to fourteen additional weeks, bringing the total leave time to 26 weeks. Additional medical certification may be required from the employee at this time.

During an extended leave, the ROE will continue to pay the employee's cost of the group health plan as long as the employee is receiving pay and for the first month of unpaid time. After that, the employee will be required to pay the cost of his/her group health insurance coverage. No vacation, holiday, or sick leave benefits will accrue during the unpaid leave period.

No promise of return to the original or a comparable position is made or implied in the granting of an extended medical leave. At the conclusion of the leave, the ROE will make an effort to return the employee to a position as close as possible to the one he/she left. In some instances, the only position available for the employee may be in another program with a different rate of pay and perhaps a different working schedule.

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Policy 4-007

Unemployment and Workers Compensation

Employees shall receive all legally required Unemployment Compensation and Workers Compensation coverage. Timely and proper documentation of these conditions is imperative in order to initiate coverage.

Employees injured on the job must report the injury immediately to their immediate supervisor. This initial report will allow for medical evaluation and treatment while documenting the injury insurance coverage. Failure to immediately report a work related injury can be the cause of a delay in medical treatment and the cause of future questions concerning coverage.

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Policy 4-008

Jury Duty and Witness Duty

Employees shall receive full compensation while serving on jury duty or witness duty. No time consumed in the performance of jury duty shall be deducted from any employee leave provisions. In order to receive these jury duty provisions, reimbursement from any source, minus allowances for travel, meals and lodging, must be signed over by the employee to the Regional Office of Education.

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Policy 4-009

Retirement

Employees shall contribute to an appropriate retirement system. The employee job classification will determine the retirement system to which the employee will contribute.

Eligible certificated employees will contribute to the Illinois Teachers Retirement System. The Regional Office of Education or the appropriate grant program will contribute the employer's share while the employee will contribute the required employee share of the contribution.

Eligible non-certificated employees will contribute to the Illinois Municipal Retirement System. The Regional Office of Education or the appropriate grant program will contribute the employer's share while the employee will contribute the required employee share of the contribution.

Eligibility for either program will be determined by either TRS or IMRF guidelines. Employees not eligible for either program will pay into Social Security.

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Policy **4-010**

Travel Reimbursement

Required travel in an employee's personal vehicle will be reimbursed according to guidelines established in the Travel Guide of the Illinois State Board of Education. A copy of this document is available, upon request, from the bookkeeper.

Each employee will be responsible for submitting a periodic travel record and reimbursement request in order to obtain reimbursement. These forms should be submitted on the first day of the month.. Travel outside the employee's assigned area of operations will require prior approval from the Regional Superintendent or designee in order to be eligible for reimbursement.

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Policy 4-011

Professional Meetings and Conferences

Employees may request approval to attend professional meetings and conferences when such activities are required or advantageous for the performance of that individual's job assignment. Such requests require the prior, written approval of the Regional Superintendent or designee. Professional activities that are routinely reoccurring in nature may be approved at the initiation of employment, thus requiring only notification of absence and documentation of attendance.

Reimbursement rates for travel and expenses will be based on the travel policies of the ROE. In some instances, budget restraints may limit participation to specific activities.