Professional Personnel

Leaves of Absence

Sick and Bereavement Leave, Personal Leave, Sabbatical Leave, Leave of Absence Without Pay, Child-Rearing Leave, Association Leave.

Please refer to the current "Collective Bargaining Agreement between East Maine School District No. 63 and East Maine Education Association."

The Board may require a physician's certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or if the treatment is by prayer or spiritual means, that of a spiritual adviser or practitioner of such person's faith, as a condition for paying sick leave after 3 days' absence for personal illness, or as it deems necessary in other cases. If the Board requires a certificate during a leave of less than 3 days, it shall pay the expenses incurred by the employee.

Leaves For Service in the Military

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 one in military service does not acquire tenure. Leaves of absence shall be terminated upon completion of such service plus any period of time mandated by state or federal law as a veteran's reemployment right. Upon the teacher's request for reinstatement, accompanied by proof of physical fitness, the teacher shall be reinstated no later than the beginning of the next semester following discharge from service.

Full years of such military service shall be equivalent to years of teacher experience for advancement on the salary schedule to a maximum of two (2) years.

A leave for military purposes shall not exceed a five (5) year period.

General Assembly

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

School Visitation Leave

An eligible professional staff member is 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 teacher's child, if the conference or activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Emergency Leave

The Superintendent shall establish guidelines for implementing emergency leave. Requests for emergency leave shall be submitted to the Superintendent or designee through an employee's immediate supervisor and handled on an individual basis. The Superintendent retains the sole discretion to grant or deny any request for emergency leave. The Superintendent may require the employee to exhaust any other applicable leave prior to using emergency leave, and may designate emergency leave as Family and Medical Leave Act (FMLA) if the reason for the leave is an FMLA-qualifying reason.

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 interests 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 time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. & 2601, et seq.). 4

Other Leaves

Upon request, the School Board will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or National teacher organization that represents teachers in collective bargaining negotiations. 5 (2) 20 days of paid leave of absence per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as described in 105 ILCS 5/24-6.2 [6] and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

LEGAL REF.: 20 ILCS 1805/30.1 et seq.
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
820 ILCS 147/1 et seq. and 180/1 et seq.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: December 11, 2002

REVIEWED: January 7, 2004

REVISED: December 7, 2005

REVISED: January 10, 2007

REVISED: January 9, 2008

REVISED: November 5, 2008

REVISED: March 9, 2011