

## **Professional Personnel**

### **Professional Personnel - Leave of Absence**

Sick Leave, Personal Leave, Unpaid Leave of Absence, Maternity/Child-Rearing/Adoption Leave, Disability Leave, Exchange Teacher Leave, Sabbatical Leave, Educational Organization Leave, Public Service Leave, General Leave

Please refer to the "Agreement Between the Board of Education Community Unit School District No. 5 and the Sterling Education Association."

As a condition for paying sick leave after 3 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 chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith.

### **Child Bereavement Leave**

State law allows a maximum of 10 unpaid workdays for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

### **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 contractual continued service under this policy.

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 contractual continued service under this policy.

Leave for Employment in Department of Defense

The School Board may grant teachers a leave of absence to accept employment in a Department of Defense overseas school.

School Visitation Leave

An eligible teacher 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. Teachers 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.

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

Leave for Victims of Domestic or Sexual Violence

Leaves for victims of domestic or sexual violence, will be granted in accordance with State and Federal law.

Other Leaves

Upon request, the School Board will grant other leaves as required and in accordance with School Code.

LEGAL REF.: 10 ILCS 5/13-2.5  
20 ILCS 1805/30.1 et seq.  
820 ILCS 154/.  
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/ and 180/.

CROSS REF.: 5.180, 5.185, 5.330

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