

**BOARD POLICY: EDUCATIONAL SUPPORT PERSONNEL**  
**SICK LEAVE BANK**

**6290**

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Section A

All full time educational support personnel shall participate in a sick leave bank. The purpose of the sick leave bank is to afford District #225 educational support personnel extended sick leave coverage when prolonged illness is incurred.

Section B

The bank will provide sick leave coverage in addition to the sick leave days earned yearly for full time educational support personnel, accumulative to a maximum of 240 days.

Section C

All full time educational support personnel will contribute 2 sick leave days to the bank each year until they have contributed a maximum of 20 days.

Section D

No educational support employee eligible under this policy will be able to withdraw days from the bank until his/her accumulated sick leave days have been exhausted. Educational support personnel who have been employed less than two years will be allowed to withdraw up to 3 times their accumulated sick leave days from the bank, not to exceed 40 days. Educational support personnel who have been employed more than two years may use days from the bank up to 2 times their accumulated sick leave days, not to exceed 100 total days.

Section E

All 12-month educational support personnel using sick leave days from the bank must repay the bank from their yearly accrued sick leave at the rate of 3 days repaid for each fiscal year until such time as their indebtedness is repaid. All 10-month educational support personnel must repay the bank from their yearly accrued sick leave at the rate of 3 days repaid for each 11 days earned until such time as their indebtedness is repaid.

**Section F**

1. Accumulated sick leave shall be defined as the total number of sick days an educational support employee has personally accrued at the beginning of the current school year. The number of accrued sick days shall include those days accrued by each educational support employee minus each educational support employee's yearly contribution to the sick leave bank.
2. If prolonged illness spans more than one calendar year, the educational support employee may continue to draw days from the bank in the ensuing calendar year in accordance with the maximum number of days for which he/she was determined eligible.

**Section G**

Educational support personnel may apply unused sick leave days that they have personally contributed to the Educational Support Personnel Sick Leave Bank for purposes of accumulating service credit in the Illinois Municipal Retirement System for retirement purposes.

Approved: September 11, 1989  
Revised: April 22, 1996