

**RESCIND BOARD REPORTS 12-0222-RS23, 07-1219-PO2, 97-0528-PO1 AND 90-0418-PO1  
AND ADOPT A PAID TIME OFF POLICY**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS:**

That the Board rescind Board Reports 12-0222-RS23, 07-1219-PO2, 97-0528-PO1 and 90-0418-PO1 and adopt a new Paid Time Off Policy.

**PURPOSE:** This policy provides for the accrual, accumulation and use of paid vacation days, sick days, ~~personal business days and Short Term Disability benefits by eligible employees in alignment with~~

existing programs and practices, Board Rules and state law.

**POLICY TEXT:**

This policy applies to ~~CBS employees in a job category listed by the Chief Executive Officer ("CEO") or~~

service within one year of separation shall have a restoration of their unpaid accumulated sick days in their Grandfathered Sick Day Bank at time of separation.

~~2. The Grandfathered Sick Day Bank shall be available for new employees after the CEO~~

2. *Payout of Grandfathered Sick Day Bank to 403(b) Tax Deferred Compensation Plan for Certain Eligible Employees Effective July 1, 2004, in lieu of the amount payable to an eligible employee*

who (i) separates from service with the Board and who, upon such separation, is eligible to receive a service retirement pension pursuant to Section 17-116 of the Illinois Pension Code or an annuity pursuant to Sections 8-130, 131, or 132 of the Illinois Pension Code, and (ii) who has the equivalent of two thousand (\$2,000.00) dollars or more in his/her Grandfathered Sick Day Bank at the time of separation, the Board shall contribute on behalf of an eligible employee to the Chicago Public Schools 403(b) Tax Deferred Compensation Plan (the "Plan") an amount equal to the lesser of (i) the applicable unused Grandfathered Sick Day Bank pay equivalent amount payable under Section I.H. of this Policy, or (ii) \$80,000 (the "Contribution"). If the eligible employee has not contributed to the Plan at the time of his or her separation, the Board shall

in a position with an employment period of less than 52-weeks per year, less than 12 calendar months per year or less than 12 school months per year, shall be eligible for three (3) paid

vacation days for Winter Recess based on formulas in applicable collective bargaining agreements. Vacation days under this section shall be used and shall not accumulate.

3. *Educational Support Personnel.* Effective July 1, 2014, educational support personnel and certificated administrators shall accrue vacation days each pay period at the accrual rate set forth below unless the employee has reached his/her maximum accrual amount.

<u>Years of Service</u>	<u>Accrual Rate</u>	<u>Maximum Accrual</u>
For service up to and including ten (10) years	.058 days per day paid, not to exceed three (3) weeks or fifteen (15) days per year	20 days
For service eleven to twenty (20) years inclusive	.077 days per day paid, not to exceed four (4) weeks or twenty (20) days per year	25 days

3. *Prior Board Service.* Employees who are laid off or who resign and return to Board employment within one year of separation shall have a restoration of their prior Board years of service for vacation accrual purposes.

*D. Final Payout of Accumulated Reserve Vacation Benefit Days.* An employee with unused and accumulated reserve vacation benefit days and/or RS2 vacation benefit days that were awarded to the employee under prior policies and rules (collectively referred to as "Reserve Days") shall be paid for such accumulated Reserve Days at the employee's prevailing salary with such final payout occurring as part of

the last full pay period of FY2014. Upon payment, Reserve Days will no longer be awarded or held in a

*E. Payout Unused Vacation Benefit Days.* If an employee separates from Board service s/he shall be entitled to receive payment after separation for all unused vacation days at the employee's prevailing salary. An appointed teacher or temporary assigned teacher who is displaced shall be paid out any earned and unused vacation pay in accordance with formulas and eligibility criteria set forth in applicable collective bargaining agreements. In the event of an employee's death, the surviving spouse or estate shall be entitled to receive payment for all of the employee's unused vacation days at the employee's prevailing salary. An employee transferring either from a school month to a calendar position or from a calendar to a school month position shall receive payment for accumulated vacation days at the rate of

Approved for consideration:



Alicia Winckler  
Chief Talent Officer

Respectfully submitted,



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Approved as to legal form



James L. Bebley  
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