

AMEND BOARD REPORT 15-0826-PO1
PAID TIME OFF POLICY

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board amend Board Report ~~15-0826-PO1~~ 15-0826-PO1 Paid Time Off Policy to align language with amendments to state law and existing CPS practices define the order of benefit day exhaustion while on a paid leave of absence, and align the policy to practice.

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 document is a CPS policy. It is intended to be used by the Chief Executive Officer ("CEO")

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Sick Day Bank for use by the employee. Upon resignation or retirement, unused days remaining in the employee's Grandfathered Sick Day Bank are subject to the payout provisions set out in Section I.H. of this Policy. Employees with a Grandfathered Sick Day Bank who are laid off or who resign and return to service within one year of separation shall have a restoration of their unpaid accumulated sick days in

C. *Transfer of Sick Days Earned at Other Agencies.* Effective July 1, 2012 for new employees, the CEO or designee shall not accept the transfer of accumulated sick days earned as a full-time employee of the

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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 ~~at least five thousand (\$5,000.00) dollars or more in his/her Grandfathered Sick Day~~

And at the time of separation, the Board shall contribute on behalf of an eligible employee to the

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accrual rate set forth below unless the employee has reached his/her maximum accrual amount.
Effective September 6, 2015, the General Counsel, the Board Secretary, Executive Officers and

employee has reached his/her maximum accrual amount.

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 assigned 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