

August 26, 2015

AMEND BOARD REPORT 14-0625-PO2
PAID TIME OFF POLICY

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

~~The Board Report on Board Report 14-0625-PO2 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 CPS employees in a job category listed by the Chief Executive Officer ("CEO") or designee as benefits eligible, including those employees who are subject to a CBA to the extent this policy does not conflict with the terms of the applicable CBA. This policy does not apply to employees in a job category listed by the CEO or designee as not benefits eligible which includes, but is not limited to, part-time, substitute or retiree job categories.

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 City of Chicago, Chicago Housing Authority, Chicago Park District, County of Cook, Cook County Forest Preserve District, Metropolitan Water Reclamation District of Greater Chicago, School Finance Authority, City Colleges of Chicago or the State of Illinois ("other agency"). For employees with an authorized transfer of other agency sick days occurring prior to July 1, 2012, such days are maintained in an Other Agency Sick Bank for use by the employee. Upon resignation or retirement, unused days remaining in the employee's Other Agency Day Bank are forfeited and are not subject to payout.

D. *Sick Pay.* Employees who use their sick days (whether Sick Days, Grandfathered Sick Days or Other Agency Sick Days) shall be paid their regular daily rate of pay for the sick day at the time the sick day is

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

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.

2.3. Educational Support Personnel and Officers. 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.

Effective September 6, 2015, the General Counsel, the Board Secretary, Executive Officers and Officers 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
For service for twenty-one (21) or more years	.097 days per day paid, not to	30 days

3. *Prior Board Service.* Employees who are laid off or who resign and return to Board employment

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 FV0014. If the employee is laid off or resigns, the final payout shall be made on the last day of the employee's service.