

April 26, 2023

AMEND BOARD REPORT 21-0428-PO2
AMEND BOARD REPORT 17-1206-PO4
PAID TIME OFF POLICY

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Chicago Board of Education ("Board") amend Board Report 32 Paid Time Off Policy.
The amendments to the policy L Q F O X G H Q H Z H O L J L E L O L W \ W R D ñ I Q ° Ñ a ñ D • - V p Ú - X L W ù Q °
2023.

PURPOSE: This policy provides for the accrual, accumulation, and use of paid vacation days, sick
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 Collective Bargaining
Agreement ("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.

I. Sick Days.

employee does not use on or before the date their employment ends will be forfeited. ~~If an employee requests to use sick days before they are earned, that request may only be granted if that employee agrees in writing that, in the event the employee resigns or is otherwise separated from employment after having been paid unearned sick days, the CEO or designee may deduct the amount of paid unearned sick days from any final compensation due to the employee, including any final payout of vacation days on separation.~~

Nothing in this section prohibits the Chief Talent Officer, as the CEO's designee, from authorizing additional paid time-off when appropriate in extraordinary cases where an employee's continued illness extends beyond the amount of their available paid time off.

B. Grandfathered Sick Day Bank. For employees hired before July 1, 2012, with an existing bank of accumulated unused sick days as of June 30, 2012, such sick days were retained in a Grandfathered 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 will have a restoration of their unpaid accumulated sick days in their Grandfathered Sick Day Bank at time of separation.

C. Transfer of Sick Days Earned at Other Agencies. For new employees, the CEO or designee will 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

Resignation or retirement with 33.95 or more years of Board service	100%
Resignation or retirement with at least 20 but less than 33.95 years of Board service	90%
Resignation or retirement at age 65 with less than 20 years of Board service	85%
Employee's Death	100%

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 will 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 will select a Plan Service Provider pursuant to its established guidelines. Because of the limitations imposed by Section 415 of the Internal Revenue Code of 1986, as amended ("IRC"), the Contribution in the year of separation will be the lesser of (i) the IRC limit less any amount of elective

52-weeks per year, less than 12 calendar months per year or less than 13 school months per year, is eligible

