1. **Health Insurance Premiums.  Your health insurance premium deductions will resume on January 6, 2012.**
2. **Mileage Rate.  The mileage rate for 2012 will remain at 55.5 cents.**
3. **Health Insurance – 3rd Amendment**.  Please sign/date the 3rd Amendment receipt and return to the district office.
4. **Walgreens**.  Express Scripts contract with Walgreens did expire on December 31, 2011.
5. **Certification Fees**.  The teacher certification fees did increase on January 1, 2012.
6. **Route Bus Drivers**.  I have sent the information below in a separate letter to you, but I wanted to include it in the pay voucher announcements as well.

* The purpose of this letter is to explain a change in the procedure we use to report route bus driver absences.  It is not my intent to cause you additional paperwork or hardship, however, it is my intent to make sure your absences are reported accurately/fairly and your substitutes are paid in an efficient manner.
* Effective January 1, 2012, each route bus driver will be required to complete an “Absentee Form” when they are absent for any reason.  Enclosed you will find multiple copies of the “Absentee Form.”
* You will complete the following boxes:  Staff Member’s Name, Today’s Date, Type of Absence (Professional, Sick, Bereavement, Personal), Date of Absences, and Substitute Required.  These are the only boxes you are required to complete.  This is the same form all of our district employees complete when absent.
* The “Absentee Form” must be completed before or after each of your absences.  After completion, please put in Paul Henry’s mailbox.  He has one located in each building.
* This is all you have to do.  We will no longer be using the yellow cards.  We are NOT changing our procedure on extra-curricular driving.  This change only applies to our route bus drivers and out-of-district bus drivers.
* Thank you for your understanding and attention to this matter.  As always, we truly appreciate and are truly blessed to have quality bus drivers who not only transport our students safely to and from school, but who truly care about our students.

1. **Leaves**.

            SICK LEAVE

Each full-time teacher shall be granted twelve (12) days sick leave each year and the accumulation shall be unlimited. The use of sick leave shall be in accordance with Section 24-6 of the Illinois School Code.  Each teacher shall be notified of the number of accumulated sick days which they have to their credit at the beginning of the school year and after the end of each semester.  A $300.00 perfect attendance incentive is offered annually, payable in the June payroll, to any full-time teacher with perfect attendance, not to include administrative approved workshops nor three (3) bereavement days per death. The three (3) bereavement days in this sense apply only to the chain of attendance, not to be confused with existing bereavement policy language. Use of bereavement days is not considered in determination of perfect attendance.

            PERSONAL LEAVE

Each full-time teacher shall receive two personal days for the transaction of business which cannot be transacted on non-school days. No such leave shall be granted immediately before or after a holiday or institute day nor on a parent conference, in-service day or other such all district day. No such days may be taken during the first days of pupil attendance or the last five (5) days of pupil attendance. No more than three (3) teachers shall be absent from the district on any one day and no more than two (2) teachers shall be absent from any attendance center on any one day. The district may waive the above restrictions in an appropriate case in its sole discretion. However, such waiver or non-waiver shall not constitute a precedent nor serve as a basis for any grievance under the provisions of this Agreement. If any portion of personal days (one half day or more) remains unused, that portion shall be credited equitably to the teacher’s accumulated sick leave.

BEREAVEMENT LEAVE

Each teacher shall be granted three (3) days per death as bereavement leave for which no deduction shall be made from accumulated sick leave. Such days may be utilized in the event of a death in the employee’s immediate family or in his/her spouse’s immediate family. For the purpose of this agreement, “immediate family” shall be defined as spouse, child, grandchild, parent, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, niece, nephew, or legal guardian. Such days shall also be available to be used in the event of the death of a close friend not mentioned above.  Use of extra days will be drawn from remaining personal days or accumulated sick leave days subject to approval by the teacher’s building administrator.