



## **SICK LEAVE BANK**

### **ELIGIBILITY FOR MEMBERSHIP**

To be eligible for membership in the sick leave bank, the employee:

1. **Must be eligible to earn and use sick leave in the District.**
2. **May enroll as a new member of the sick leave bank only during the open enrollment period.**
3. **Must be employed in the District for at least one year.**
4. **Must contribute two days of earned, local sick leave to the sick leave bank. (State leave may not be contributed to the sick leave bank.) The required contribution of two days will apply to both full-time and part-time employees.**
5. **Must have five full days of EARNED state and/or local leave remaining in his or her account after contributing the two days of local sick leave required for membership. ("Five days" is defined as "40 hours" for full-time employees, "20 hours" for half-time employees, etc.)**

### **ADDITIONAL CONTRIBUTIONS**

Additional contributions may be required from current members:

1. **In order to maintain the sick leave bank, additional contributions of earned, local sick leave from current members may be required as necessary.**
2. **Each current member will have the option to either make the required additional contribution, or end his/her membership in the sick leave bank. (There is no requirement for a current member to have a specific number of days remaining in his or her account after a required additional contribution.)**
3. **If a current member does not have a sufficient number of earned local sick leave hours in his or her account to meet any additional contribution requirement, the employee's membership may be maintained, but only with the provision that the additional days will be contributed when they are earned.**

### **CONDITIONS FOR WITHDRAWING LEAVE**

A member of the sick leave bank may withdraw leave from the bank under the following conditions:

1. **Must have a catastrophic mental or physical illness or injury, defined as follows:**

- a. Must be of a serious nature, not a passing disorder or temporary ailment; and
- b. Must require treatment by a certified health care provider. The illness/injury must be chronic or debilitating. It must result in the employee's temporary or permanent incapacity to perform his/her job functions for an extended period of time. Examples of illnesses that may enable a member to withdraw leave from the bank include, but are not limited to, cancer, heart disease, or stroke.

For the purpose of withdrawals from the sick leave bank, normal pregnancies with no serious complications and routine surgeries with no serious complications are not considered to be catastrophic.

The department of human resources has complete authority to determine whether an employee's illness or injury is considered to be catastrophic by the definition in this policy.

2. Must submit a completed application to the department of human resources to request a withdrawal of leave from the bank. The application must include a statement from the member's health care provider and other documentation as may be required by the department of human resources.
3. All withdrawals must receive prior approval by the department of human resources after a review of the member's application and other documentation.

#### **USES AND LIMITATIONS**

Uses and limitations on leave withdrawn from the sick leave bank:

1. The employee must have exhausted all earned and advanced state personal leave, state sick leave, and local sick leave in his or her account.
2. Leave withdrawn from the bank may only be used for the employee's personal illness or injury. It may not be used for an employee to take leave due to an illness or injury of a family member.
3. A member of the sick leave bank may withdraw a maximum of 30 days of leave per school year (September 1 through August 31), subject to approval by the department of human resources.
4. A member of the sick leave bank has a lifetime withdrawal limit of 120 days of leave from the bank.