



## Sick Leave Bank Procedures

**2025-2026**

Implemented: May 26, 2017

Revised December 8, 2022

### ***PURPOSE:***

The sick leave bank is a benefit to assist employees in dealing with prolonged, severe or life-threatening conditions that force them to exhaust paid leave and would otherwise result in a loss of income. The sick leave bank is a collective deposit of *local* leave days received from enrolling employees and subsequent contributions from members. All days deposited in the bank become the property of the sick leave bank and are no longer available for use by the individual employee as accrued leave.

The ***Sick Leave Bank Committee (SLBC)*** will administer the sick leave bank and is responsible for receiving and granting requests for sick leave bank days. The committee consists of one administrator, four teachers, a para-professional and a member of the maintenance/transportation or food service staff (7 members). If there is a vacancy on the committee, the Executive Director of Human Resources will ask for nominations from the campus or department to be represented.

If the Executive Director of Human Resources determines that there is a conflict of interest with a committee member, the member will abstain from voting on that request.

### ***APPEALS:***

Employees that wish to appeal the decision of the sick leave bank administrator/committee must follow the employee grievance process outlined in Policy DGBA.

### ***FORMS:***

The forms necessary for the sick leave bank are: Enrollment form, Request for Sick Leave Bank Days form, and a Medical Certification form. FMLA request forms may be used for a sick bank request in conjunction with a letter requesting sick bank benefits.

### ***ELIGIBILITY AND ENROLLMENT:***

All ***regular full and/or part-time*** employees that accrue local leave are eligible to become members of the sick leave bank. For purposes of the bank, a regular employee is defined as an employee who is required to work more than four and one-half months each fiscal year. Days contributed and used by part-time employees will be prorated according to their regular work schedules.

### **ENROLLMENT:**

Effective September 1, 2017, enrollment will be conducted at the beginning of the school year. Forms will be distributed with other district information provided to employees. **The enrollment election will be due in Central Office by September 30 of each new plan year.** The new plan year will be September to August. The change in enrollment date will allow employees to use their initial local leave accrued at the beginning of school to participate in the bank.

To become a **new** member of the sick leave bank for the plan year an employee must contribute **one local leave day**. An existing member of the sick leave bank that wishes to retain membership will only have to contribute **one half day** for concurrent following years. The contribution rate (number of days to be contributed) will be reviewed and determined on a yearly basis. A determining factor in this decision will be the balance of days in the bank at the end of the plan year. You must contribute during the enrollment period (open enrollment) each year to remain a member of the sick leave bank. New employees may enroll in the sick leave bank at the time of hire by depositing **one local day**. The district will advance local sick leave days to a new employee for this purpose.

Employees that receive days from the bank will be required to become a member of the sick leave bank the following year.

### **QUALIFYING CONDITIONS:**

Only absences due to an employee's catastrophic illness/injury or the catastrophic illness/injury of the employee's spouse or child (18 and under) are covered by the sick leave bank.

### **Catastrophic Illness or Injury:**

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Normal pregnancies with no complications and routine surgeries with no complications are not, in general, considered to be catastrophic illnesses. Complications arising from childbirth or routine surgery may be considered by the sick bank committee on an individual basis.

A worker's compensation injury would not be covered by the sick leave bank.

### **REQUEST FOR SICK LEAVE BANK DAYS:**

An employee must submit a written request for sick leave bank days to the **Executive Director of Human Resources**. A request must be made in writing within 15 business days of the exhaustion of all other leave. If an employee is unable to file a request, it may be submitted on their behalf by an immediate family member or their supervisor.

### **Number of days granted:**

Employees may be granted up to **thirty** days from the sick leave bank for any one condition. **Thirty** days is the maximum number of days for any one condition in a plan year (September 1 to August 31). The committee may award on-going days for a continued approved condition up to the maximum of 30 days. The employee must provide updated requests for additional ongoing days and any medical documentation as requested.

***CONFIDENTIALITY:***

All medical information provided shall remain confidential. A member's name will be removed from the application before it is reviewed by the committee. All requests for leave reviewed by the committee will be anonymous.

***CERTIFICATION:***

Medical certification by a health care provider must be submitted with a request for sick leave bank days.

The district reserves the right to request a second opinion to certify the need for leave by a health care provider designated by the district. The district will assume the cost if a second opinion is required.

***CANCELLATION OF MEMBERSHIP:***

If a member decides to cancel his or her membership in the bank, all days contributed will be forfeited. If, at a later date, this individual wishes to rejoin the bank, he or she may do so during the next enrollment period by donating the required number of days.

Membership in the sick leave bank ceases on the effective date of an employee's termination. An individual that is rehired is eligible to rejoin the bank by donating the required number of days.