

Sick Leave Bank

Updated 10-18-18

Purpose

The purpose of the Sick Leave Bank is to provide additional sick leave days to members of the bank in the event of critical illness, medically-necessary (non-elective) surgery, or other injury-related temporary disability which renders the member unable to perform the duties of his/her position. Days must be requested from the bank only after the member has exhausted all accumulated sick leave and personal leave.

Definition

Sick leave bank days are those days granted to a member who experiences critical illness, medically-necessary (non-elective) surgery, maternity leave or other injury-related temporary disability which renders the employee member unable to perform the duties of his/her position. Although the primary focus of the Sick Leave Bank is extended employee-related illness or injury, employees may also submit Sick Leave Bank requests in order to care for immediate family members (employee's spouse, child, or parent). Additionally, each member of the sick bank may, if necessary, request 2 sick bank days for non-critical illnesses each year.

If an employee's personal sick days are depleted due to the reasons listed above (critical illness, medically-necessary (non-elective) surgery, maternity leave or other injury-related temporary disability) and the employee must then miss work due to a routine illness, the employee may still apply to the sick bank committee and a decision will be made at the discretion of the committee.

Eligibility

All employees who receive district benefits and contribute two (2) sick leave days shall be eligible to participate.

Procedure for Joining the Sick Leave Bank

1. Any employee who is eligible to join the Sick Leave Bank may do so by donating two (2) sick leave days. If the sick bank member is part time, the number of days the employee donates will be prorated based on their FTE percentage.
2. The enrollment period shall be the first five (5) working days of the contractual year for certified employees or the first five (5) working days for non-certified employees. The sick bank can be joined only during your first year of employment. However, if a new employee is working only part-time and does not wish to become part of the sick bank, the offer to join will be re-extended if the employee is later offered a full time position.
3. All personnel who join the bank within the enrollment period are eligible for membership beginning with their first official day of work.
4. Employees desiring to join the bank shall complete the membership authorization form and submit it to the Sick Leave Bank Committee.

Regulations Concerning Contribution of Days

1. To become a member of the bank, an employee must contribute two (2) sick leave days.
2. The days will be subtracted from the member's total sick leave days.
3. The days contributed become the property of the ESU #17 Sick Leave Bank. All donations will remain in force and cannot be returned even upon the cancellation of membership.

Regulations Concerning the Granting of Sick Leave Days from the Bank

1. Sick leave days from the bank are available only in the event of critical illness, medically-necessary (non-elective) surgery, or other injury-related temporary disability which renders the employee member unable to perform the duties of his/her position.
2. Sick leave days from the bank will be granted only after the member has exhausted all accumulated sick leave, vacation days and personal days.
3. Sick Leave Bank days shall be granted only for absences from working days and will not be granted for holidays, vacation days or other such days for which the member is not paid.
4. The maximum number of sick leave bank days that may be granted to an employee member during the contractual year will be thirty (30) days.
5. If a member who has received less than 30 days from the Sick Leave Bank returns to work and then is ill again with the same or different illness, he/she may apply to the Sick Leave Bank for additional days, the total not to exceed thirty (30) days per contractual year. Each separate illness applied for must meet the initial criteria of just cause.
6. All unused sick leave days in the bank at the end of the school year shall be carried over to the next school year.

7. A contributor will lose the right to utilize the benefits of the bank only by:
 - a. Termination of employment at ESU #17 for any reason.
 - b. Employee resignation from ESU #17.
 - c. Cancellation of participation by the member in writing at any time.
 - d. Being on approved leave of absence (non-medical).
8. Sick leave days will not be granted for the following: leave qualifying for long-term disability, elective cosmetic surgery, surgery designated as elective by Blue Cross/Blue Shield, and bereavement.
9. The total number of days granted from the Sick Leave Bank during a time period ranging annually from September 1st-August 31 is limited to ninety (90) or to the total number of days in the Sick Leave Bank, whichever is less.

Procedure for Requesting Sick Leave Bank Days

1. Should the member have a critical illness, medically-necessary (non-elective) surgery, or other injury-related temporary disability which renders the member unable to perform the duties of his/her position necessitating the need for additional days after all accumulated sick leave and personal leave days have been used, a request may be made for days from the bank.
2. A member who requests days from the bank must submit to the Chair of the Sick Leave Bank Committee within 30 days of his/her illness.
3. The Sick Leave Bank Committee may refuse to consider an application that does not contain the required information.
4. If a member is critically ill and unable to file an application for sick leave days from the bank, the administrator or a colleague may initiate the application.

Sick Leave Bank Committee

1. The Sick Leave Bank Committee, a 3-member panel, will approve or disapprove all requests for Sick Leave Bank days.
2. One committee member is elected annually by the participating members to serve a three-year term.

Duties and Responsibilities of the Sick Leave Bank Committee

1. All applications for Sick Leave Bank days shall be reviewed individually by the committee.
2. A member may be requested to appear before the committee to substantiate his/her case.
3. The Committee shall determine the number of days approved, up to thirty (30) days, and reserves the right to approve, disapprove, or modify the days requested.
4. All decisions will be final.
5. Any vacancies on the Committee that arise during the contractual year shall be filled by a majority vote of the Bank's participating members.
6. The Business Manager shall work with the Sick Leave Bank Committee and process all approved sick leave days for members.
7. An assessment will be made at the end of each contractual year at the discretion of the Committee to determine if additional days are needed to replenish the Sick Leave Bank. If any days are needed, they will be donated at the beginning of the next contractual year.
8. Any questions concerning membership, regulations, or application for sick leave days that may arise after adoption of this plan and not specifically covered herein, shall be submitted to the Committee. In the event that the Committee is unable to come to a joint agreement on such decisions, the final decision will be passed on to the Administrator.

Maternity/Paternity Leave Addendum (Approved 2/13/2018)

This addendum pertains only to members of the sick bank. Paternity/maternity leave will officially begin on the day of the child's birth. In the case of adoptive parents, leave will officially begin on the day the child takes up residence in the employee's home. It is the policy of the sick leave bank that each employee use all of his/her sick, personal and/or vacation time allotted before applying for sick bank days. Once the employee's own sick, personal and/or vacation time has been depleted, the employee may use sick bank days for the remainder of his/her paternity/maternity leave, not exceeding a time frame beyond six (6) weeks after the child's birth. If extenuating circumstances arise due to the birth of the child and more time is needed, employees may apply for additional sick leave bank days on an individual basis. The Sick Leave Bank Committee reserves the right to approve or deny all leave requests made after the initial six-week paternity/maternity leave. No more than thirty (30) sick bank days may be used by any employee within the same contractual year.