

## SICK LEAVE BANK GUIDELINES

### I. PURPOSE AND DEFINITION

#### A. PURPOSE

The purpose of the Sick Leave Bank is to provide additional sick leave days to members of the bank in the event of an unexpected, catastrophic illness, surgery or temporary disability due to an injury. Days may be requested from the bank only after the member has exhausted all accumulated state leave, taken their two (2) remaining local days and have allowed for any possible available working days within the current year's work calendar.

#### B. DEFINITION OF SICK LEAVE DAYS FOR MEMBERS

Sick leave days from the bank are those days granted to a member who has a debilitating, life-threatening, or catastrophic disability due to illness, surgery, or injury and is unable to perform the duties of his/her position.

#### C. DEFINITION OF BANK AND BOARD

For purposes herein, the bank will refer to the New Diana ISD Sick Leave Bank, and board will mean the Board of Directors of said bank.

### II. MEMBERSHIP

#### A. ELIGIBILITY

All employees of the New Diana ISD who contribute one (1) local leave day each year shall be eligible to participate.

#### B. PROCEDURES FOR JOINING THE SICK LEAVE BANK

1. Any employee who is eligible to join the Sick Leave Bank may do so by contributing one (1) day of local leave. An employee desiring to join during the current school year must be able to earn at least one (1) day from the time of his/her employment until the completion of his/her total number of days of work at the end of the school year.
2. The enrollment period for current employees and new employees hired prior to the beginning of the school year will be July 1 through September 15.

3. All personnel who join the bank within the enrollment period are eligible for membership beginning with their first official day of work.
4. All new personnel employed after the enrollment period must be able to earn at least one (1) day of local leave during the current school year to be eligible for membership.
5. Employees desiring to join the bank shall complete the membership application form and submit it to the Business Office for verification of the employee's eligibility.

### III. CONTRIBUTION OF DAYS

- A. To become a member of the bank, an employee must contribute one (1) day from his/her local leave.
- B. This day will be subtracted from the member's local sick leave record.
- C. The one (1) day donated becomes the property of the New Diana ISD Sick Leave Bank. All donations will remain in force and cannot be returned even upon cancellation of a membership.
- D. For bank purposes, the school year will be from September 1 through August 31.
- E. The rate of continuing contribution will be one (1) day per year.
- F. If a member decides to cancel his/her membership in the bank, the day contributed for membership remains the property of the bank. If, at a later date, this individual wishes to rejoin the bank, he/she may do so during the enrollment period by again donating one (1) day.

### IV. GRANTING OF DAYS

- A. Sick leave days from the bank are granted based on this criteria: In the event of an unexpected extended illness, surgery or disability due to an injury.
- B. Sick leave days from the bank will be granted only after the member has exhausted all accumulated state leave, local leave and have allowed for any possible available working days within the current year's work calendar.
- C. Sick leave days will 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.
- D. Sick leave days from the bank are available only in the event of unexpected critical illness, surgery, or injury.
- E. Pregnancy and accompanying complications will not be covered by the bank. Rare complications arising from pregnancy and/or childbirth will be considered on an individual basis, provided the recovery period requires longer than six (6) weeks.

- F. Sick leave bank grants will not be authorized for illness or disability resulting from self-inflicted injury or act of war.
- G. The maximum number of days that can be granted to any one member of the bank will be twenty (20) consecutive work days per school year. A member may apply for additional days and these requests will be evaluated on a case by case basis. The bank may not grant more days than its members have contributed. In the event the number of days in the bank are at or below 100 days, the number of days that can be granted to any one member will be ten (10).
- H. If a request to draw upon the bank is for other than consecutive days of illness, a separate request, including a physician's statement on the required form, must be submitted for each period of illness. In the event of chemotherapy, one physician's statement will be accepted if the statement outlines the frequency and duration of the therapy. The total number of days must exceed 5 days. Each separate application must meet the initial criteria of just cause.
- I. All requests to draw upon the bank must be accompanied by the appropriate physician's statement, signed by the physician, confirming actual treatment, the cause of illness, and certifying the existence of a disability to perform assigned duties.
- J. The board may request a medical review by a physician of the committee's choice at the member's expense.
- K. The board may consider a request by a member for days to assist a critically or terminally ill member of his/her family, not to exceed ten (10) days per year.
- L. The board may consider a request of a member for up to five (5) days to make arrangements and attend the funeral services of a relative in his immediate family.
- M. Sick leave days from the bank may not be granted for the period of disability when monies are paid to the member under Worker's Compensation.
- N. All unused sick leave days in the bank at the end of the school year (August 31) will be carried over to the next school year.
- O. A contributor will lose the right to utilize the benefits of the bank by:
  - 1. Termination or suspension of employment in the New Diana ISD.
  - 2. Cancellation of participation by the member (in writing) at any time.
  - 3. Being on approved leave of absence.
  - 4. Attempted abuse of the bank and/or its policies.
  - 5. Refusal to continue regular contributions.

## V. APPLYING FOR DAYS

- A. Should the member have a need for additional days after all accumulated state leave and local leave days have been used and the member has allowed for any possible working days within the current year's work calendar, the member may submit a request for days from the bank.
- B. A member who requests days from the bank must submit to the Business Office ten (10) calendar days before anticipated needs except in emergency situations, forms containing the following information:
  1. A statement signed by the member attesting to the fact that the condition which necessitated the request for days from the bank was unknown to the employee at the time he/she became a member of the bank.
  2. Attending physician's statement which includes:
    - a. Identification and nature of the illness and/or extent of injury.
    - b. Date of initial onset of this particular condition.
    - c. Anticipated date eligible to return to work on a full or part-time basis.
    - d. Date of actual treatment.
    - e. Statement from the physician that the condition is not a pre-existing condition.
  3. Dates of absence from work for the illness or injury.
  4. Anticipated days, if any, for follow-up examinations (may be limited by the board).
- C. Forms for the above purposes have been prepared and are available from the campus offices and/or the Business Office.
- D. The Board of Directors may refuse to consider an application that does not contain the required information.
- E. If a member is critically ill and unable to file an application for sick leave days from the bank, the school principal or a colleague may initiate the application form at the request of the member or someone in the member's family.
- F. Chronic absences for non-related illnesses could affect employee status for days awarded.

## VI. GOVERNING COMMITTEE

- A. Name:

The governing committee, which will approve or disapprove all requests for sick leave bank days, will be called "The New Diana Independent School District Sick Leave Bank Board of Directors."
- B. Composition of the membership of the Board of Directors:

1. Members of the bank who have been employed by the school district for at least three (3) consecutive years may be elected to the board.
2. Membership of the Board of Directors will be elected as follows:
  - a. One professional from each campus (teacher/counselor/nurse/librarian)
  - b. One paraprofessional/auxiliary representative (classroom aide/clerical)
  - c. One representative from administration (Central Administration staff, principal, or assistant principal)
  - d. One representative from maintenance/transportation/custodial
  - e. One representative from food service
  - f. In addition to the elected board members, the Business Manager will serve as Executive Officer of the Board of Directors. This member holds a non-voting position.
3. Term of Office

A member of the Board of Directors will serve for two (2) years beginning September 1 and ending August 31. A member, if reelected, may serve a maximum of two (2) consecutive terms.
4. Election Procedures
  - a. For the first year, the election will be held on the first Monday in October. In following years, elections will be held on the first Monday in May. Only members of the bank are eligible to vote.
  - b. Members of each group named above must be elected from their group.
  - c. For the first year, candidates must indicate a willingness to serve by September 22. In following years, candidates must indicate a willingness to serve by April 15. A form will be provided.
  - d. Voting will be by ballot. Ballots will be distributed through the school mail and returned the same way. The Executive Officer will call a meeting of the Board of Directors to tabulate the ballots no later than the Wednesday following the election.
  - e. Members assigned to more than one campus will be eligible as representatives from their “home school”.

### C. Duties and Responsibilities of the Board of Directors

1. At the Board of Directors first meeting they will elect a Chairperson, Vice-Chairperson and a Secretary.
2. All applications for sick leave bank days will be reviewed individually by the board at a called meeting.

3. A member may be requested to appear before the board to substantiate his/her cause.
4. The Board of Directors will determine the number of days approved and reserves the right to approve, deny, or modify the days requested.
5. A member may appeal the decision of the board by writing a letter requesting to appear in person before the Board of Directors.
6. Following an appeal, the decision of the Board of Directors will be final.
7. Vacancies on the Board of Directors that arise during the school year will be filled by appointment by the Board of Directors and/or the selection will be made from the group which was represented by the member who resigned.
8. Any member of the Board of Directors will excuse him/herself when considering their own request or a request made by any member of his/her family.
9. The Executive Officer will process all approved sick leave days for members to the payroll department.

## VII. FINAL DECISIONS, AMENDMENTS

- A. Procedures for deciding any questions not covered herein:  
Any questions concerning membership, regulations, or application for sick leave days that may arise after adoption of this plan and not specifically covered herein will be submitted to the Board of Directors who will make a recommendation to the Superintendent of the New Diana ISD for final decision.
- B. Suggestions for amendments should be submitted to the board prior to May 15.
- C. The Board reserves the right to cancel the Sick Leave Bank at any time.