

**Sick Leave Bank**

The purpose of the Sick Leave Bank (Bank or SLB) is to provide additional paid sick leave days to members of the bank in the event of a catastrophic or critical extended illness, surgery, or a disability due to a non-work related injury when the member is unable to perform the duties of his/ her position. Benefits are only for catastrophic personal illness or injury of the member, and are not for absences due to illness or injury of family members or others. Benefits for pre-existing conditions and pregnancy are outlined under Guidelines and Benefits.

The CISD Sick Leave Bank is defined as a supply of local sick leave days contributed voluntarily by eligible district personnel who enroll.

**Membership**

Eligibility is limited to all CISD personnel who accrue sick leave benefits. Eligibility for membership begins on the first official work-day or the first day the employee begins accruing sick leave. Application for membership must be made during the designated enrollment period at the beginning of each school year by October 1. New hires may join the Bank within their first 30 days of employment.

**Sick Bank  
Regulations**

The Sick Leave Bank year begins on September 1 and ends on August 31.

Enrollment applications for membership in the Bank will be sent to all employees at the beginning of each school year. Application for membership must be made during the enrollment period at the beginning of each school year prior to October 1. Annual enrollment applications will not be accepted after the close of business on October 1 or the first business day thereafter.

All eligible personnel must complete an enrollment application to become a member of the Bank. The employee will be notified within a reasonable amount of time if the application for membership is rejected.

**Contribution of Days**

Applications to join the sick bank shall be submitted to the Benefits Department. Upon acceptance of his/her application, one local sick day will be automatically subtracted from the employee's local sick day balance. It becomes the permanent property of the Bank and cannot be returned. Each deposit remains the property of the Bank, even in the event of termination, resignation, or cancellation of membership of the employee. Unused bank days carry over to the next banking year. If a member uses

any days from the Bank during a Bank year, he/she will be required to become a member of the next Bank year whether or not he/she wishes to enroll. One (1) day will be subtracted from the employee's sick leave balance during the member's next year of employment. (Refer to Policy DEC LOCAL)

If the SLB balance is above two times the number of returning members, a day will not be subtracted from the sick leave balances of those who are continuing their membership except from those who received benefit days during the previous Bank year. This benefit will only apply to individuals who have completed the enrollment application, who were members during the previous Bank year, and who did not receive SLB days during the previous Bank year.

The decision of the Two Times Rule is made by the Committee within ten (10) working days after the annual enrollment period ends. The calculation is made as follows:

- + Bank balance on September 1
- Any benefits not deducted on applications made by August 31.
- + Members who received benefits last term and must contribute
- + First time SLB members of new Bank year (counted September 30)
- = Number used to determine activation of Two Times Rule

### **Withdrawal of Days**

Applications for use of sick bank days shall be submitted to the Human Resources Department. Only Bank members in good standing are eligible to withdraw days. Days from the SLB must be requested during the same fiscal year that the absence occurs when medically able.

Days will be granted only after the member has exhausted all available leave (paid and unpaid).

Days are not available to a member who has been released to return to work.

A member may apply for days after ten (10) consecutive days of absence from work for reasons of unexpected critical personal illness, injury, surgery or other temporary disability, which necessitates absence from work. A member may apply for days for planned absences such as surgery or hospitalization in advance if

it is anticipated that the absence will exceed ten days and the member will have insufficient sick personal leave, and unpaid leave to prevent loss of pay.

The member request must be submitted within 31 days from the date the employee goes from a paid to a docked status. If a request is received after the 31-day period and the request is approved, the effective date of the SLB grant will be when the application was received, not when the employee went on an unpaid leave status. There will be no retro-effective date for applications received after the 31-day grace period. Example: An employee goes on an unpaid approved leave effective October 20th and submits a request for sick days on December 10th. If the request is approved, sick days would be granted from December 10th, not October 20th.

No benefit days will be granted unless actual absence from normal duty occurs. No benefit days will be granted to cover absences for holidays, vacations, or other non-duty days.

No benefit days will be granted for elective absences, elective surgical or medical procedures or procedures that could be safely and reasonably postponed to extended school breaks.

**Guidelines for  
Benefits**

The maximum number of days granted to any employee during any one Bank year shall be thirty (30). The maximum lifetime benefit shall be sixty (60) days.

First year Bank members are only eligible to one draw of a maximum of ten (10) days during their first year of membership in the Bank.

A member who has not used the maximum yearly or lifetime benefit, may apply for days for any absence that meets all regulations governing the withdrawal of days from the Bank. A doctor's letter must be attached to the Request for Sick Bank Days form before any Bank days may be withdrawn. This letter must include the nature of the member's illness and the expected total number of days of absence. The member's personal identity will not be revealed to the Committee.

The Committee reserves the right to request a second doctor's opinion at any time. Payment of expenses for the second doctor's opinion will be the employee's responsibility. The Committee authorization for utilization of SLB days subsequent to the date of request for a second doctor's opinion will be deferred pending receipt of the second doctor's opinion.

Illness or injuries that occur during the enrollment period will automatically be covered for individuals who were members during the previous Bank year providing they have not used all of their lifetime benefits. Any benefits used during the enrollment period will be subtracted from the individual's balance in the Bank year covered by the enrollment period.

A member must usually be absent for ten consecutive workdays before any benefit can be granted. The Committee may grant an exception to this rule in the event of ongoing, intermittent therapy related to an earlier therapy, or dialysis. The pre-existing restriction in the next paragraph applies.

Absences caused by conditions existing at the time of application for Bank membership will not usually be covered. However, upon approval of the Committee of the Sick Leave Bank, members who present physician verification that the condition was not active or was under control at the time of application for membership may have absences related to the that condition approved for benefits. (See Pre-Existing)

Absences due to elective procedures or any procedures or absences that could be scheduled at a time more compatible with the member's work responsibilities without detriment to his/her health are not covered.

No days will be granted for any non-member. Days may not be donated from or by the Bank for use by non-members.

Absences related to pregnancy or childbirth will not be covered by SLB benefits unless problems arise that meet the same criteria as other illnesses/conditions or injury.

**Pre-existing  
Conditions**

Generally, a pre-existing condition will not be covered, but complications of that condition that represent a significant change will be. If the condition itself changes significantly from that at the time of enrollment in the Bank, then the application could be approved. The goal of the SLB is not to exclude members who have pre-existing conditions, but to provide its members with benefits for those unexpected events and illnesses.

Example: A member with previously diagnosed diabetes is hospitalized to evaluate and establish better control of his condition. This would not be considered.

A member with previously diagnosed diabetes is hospitalized with complications of his diabetes, e.g., circulatory impairment to extremities, kidney failure, and retinal detachment. This would be considered.

Example: A member with previously diagnosed heart disease is advised to have bypass surgery. This has been recommended in the past, but the member decided against the surgery. This would not usually be considered, unless the member could demonstrate that the decision was made due to a significant change in his health.

A member with previously diagnosed heart disease has a heart attack. This is a new complication of an existing problem and would be considered.

Example: A member with previously diagnosed cancer was told that the cancer had been removed, but it did recur. This would be considered.

A member with previously diagnosed cancer was told that the cancer would recur, would generally not be considered, unless the cancer was considered inactive at the time of enrollment as demonstrated by the general health of the member or statement of the physician.

### Committee

The District shall elect a Committee for the Sick Leave Bank. **Committee members may make decisions regarding both the sick bank and the sick pool.** Administrators submit committee member nominees to the Human Resources Department. Committee members serve a two-year term and receive training annually. The committee will be composed of the following staff members: 1 district administrator, 1 elementary administrator, 1 secondary administrator, 1 elementary teacher, 1 secondary teacher, 1 paraprofessional, and 1 auxiliary staff member. The Committee shall review each complete and timely submitted application individually and determine the number of days to be approved, if any. Approval of the application and the number of days shall be by a simple majority of the voting members casting a vote. The Committee may grant up to 30 days in any one school year but no more than 60 days during the time a person is employed by the District.

### Notification and Appeals

A member shall be notified within five working days of the decision of the Committee. The member then has ten working days to appeal any decision to the Committee. All appeals must be in writing

and sent to the Human Resources Office. Supporting documentation should be included. The Benefits Office will then notify the Committee members of the appeal and a meeting called to review the original application and any new information and documents.

A member has the right to appear before the Committee to present his/her case, or the Committee may request (in writing) that the member appear before the Committee to substantiate his/her claim. Requests to appear before the Committee should be sent in writing to the Human Resource Office.

All decisions of the Committee will be final if there is no appeal of the initial decision within the ten days allowed for appeal. The actual rehearing will not be held until all requested documents or statements are received by the Committee. Second appeals are not granted.

All decisions regarding the Sick Leave Bank may be appealed in accordance with DGBA (LOCAL) beginning with the Superintendent or designee.

Incomplete applications or applications not submitted within the appropriate timeframe will not be presented to the committee for consideration.

### **Sick Leave Pool**

The purpose of the Sick Leave Pool (Pool or SLP) is to provide additional paid sick leave days to employees of the District in the event of a catastrophic or critical extended illness, surgery, event or a disability of the employee's immediate family member. Immediate family members include spouse, child, step-child, parent, step-parent or other individuals who stand in loco parentis to the employee. Benefits are only for catastrophic or critical extended illness, surgery, event or disability.

An employee may request donations by district staff for a sick leave pool of up to 15 days when a member of the employee's immediate family is suffering from a catastrophic or critical extended illness, surgery, event or disability. An employee may request to extend their leave by an additional 15 days if he or she continues to meet the Sick Leave Pool guidelines. The maximum allowed in a school year is 30 days. The lifetime maximum is 60 days.

### **Membership**

There is no 'membership' required when requesting donations from the Sick Leave Pool.

### **Sick Leave Pool Regulations**

The Sick Leave Pool year begins on September 1 and ends on August 31.

A sick leave pool ceases to exist when the recipient returns to work or when the limit is exhausted.

Days donated to an employee will remain in the employee's local sick day balance until the recipient returns to work or when the limit is exhausted. Donated days are added to the employee's local sick balance as needed in accordance with the payroll schedule. Sick Pool days can be used intermittently. Once awarded and removed from the donor's local sick leave balance, the days will not be returned under any circumstance.

### **Donation of Days**

Your donation of days will be limited to 2 local sick days per request. If the donations exceed the requested number of days, the days will be added to the requestor's sick balance in the order they were received. Only the number of days needed will be used to create the Pool. Once the number of days needed has been attained, you will be notified. If your donation of days was not needed/used you will not see an adjustment to your local sick leave days and you will be notified.

When the district sends a request to employees for the voluntary donation of days, the district will accept the donation of days in the order they were received. Once the donation of required days has been received, no other donations will be accepted for this request and the donator will be notified.

### **Withdrawal of Days**

Any full or part-time employee is eligible to request days from the Pool. If an employee is unable to submit the request, a member of the employee's family or the employee's supervisor may submit the request to establish a sick leave pool. A Pool can be requested once an employee has exhausted all leave days (local sick, state sick, state personal non-duty days). The initial Pool request will go out to the requestor's campus or building with no identifying information. If the number of requested days are not received, the request will go out district wide. Days from the SLP must be requested during the same fiscal year that the absence occurs when medically able.

Days will be granted only after the employee has exhausted all available leave (paid and unpaid).

The employee request must be submitted within 31 days from the date the employee goes from a paid to a docked status. If a request is received after the 31-day period and the request is approved, the effective date of the SLP grant will be when the application was received, not when the employee went on an unpaid leave status. There will be no retro-effective date for applications

received after the 31-day grace period. Example: An employee goes on an unpaid approved leave effective October 20th and submits a request for sick days on December 10th. If the request is approved, sick days would be granted from December 10th, not October 20th.

No benefit days will be granted unless actual absence from normal duty occurs. No benefit days will be granted to cover absences for holidays, vacations, or other non-duty days.

**Guidelines for Benefits**

The initial request for a Pool will be fifteen (15) days. The maximum number of days granted to any employee during any one Pool year shall be thirty (30). The maximum lifetime benefit shall be sixty (60) days.

An employee who has not used the maximum yearly or lifetime benefit may apply for days for any absence that meets all regulations governing the creation of a Pool. A doctor's letter must be attached to the Request for Sick Pool Days form before any Pool days may be requested. This letter must include the nature of the family member's illness and the expected total number of days of absence. The member's personal identity will not be revealed to the Committee.

The Committee reserves the right to request a second doctor's opinion at any time. Payment of expenses for the second doctor's opinion will be the employee's responsibility.

**Committee**

The District shall elect a Committee for the Sick Leave Pool **Committee members may make decisions regarding both the sick bank and the sick pool.** Administrators submit committee member nominees to the Human Resources Department. Committee members serve a two-year term and receive training annually. The committee will be composed of the following staff members: 1 district administrator, 1 elementary administrator, 1 secondary administrator, 1 elementary teacher, 1 secondary teacher, 1 paraprofessional, and 1 auxiliary staff member. The Committee shall review each complete and timely submitted application individually and determine if the request complies with guidelines to establish a Pool. Approval of the request shall be by a simple majority of the voting members casting a vote. The Committee may grant up to 15 days at a time and 30 days in any one school year but no more than 60 days during the time a person is employed by the District.

**Notification and Appeals**

An employee shall be notified within five working days of the decision of the Committee. The employee then has ten working days to



appeal any decision to the Committee. All appeals must be in writing and sent to Human Resources. Supporting documentation should be included Human Resources will then notify the Committee members of the appeal and a meeting will be called to review the original request and any new information and documents.

A member has the right to appear before the Committee to present his/her case, or the Committee may request (in writing) that the member appear before the Committee to substantiate his/her claim. Requests to appear before the Committee should be sent in writing to Human Resources.

All decisions of the Committee will be final if there is no appeal of the initial decision within the ten days allowed for appeal. The actual rehearing will not be held until all requested documents or statements are received by the Committee. Second appeals are not granted.

All decisions regarding the Sick Leave Pool may be appealed in accordance with DGBA (LOCAL) beginning with the Superintendent or designee.

Incomplete applications or applications not submitted within the timeframe will not be sent to the committee for consideration.