

Sick Leave Bank**A. Introduction**

The purpose of the Sick Leave Bank (“SLB”) is to provide for limited income continuation in conjunction with other benefit plans in case of extended absences due to disability resulting from illness or injury, that renders the member incapable of working (refer to Policy 4153 for other health-related types of extended leave.)

B. Membership**1. Initial Enrollment**

- (a) All employees whose pay is determined by the teachers’ salary schedule (teachers, mental health team members, and nurses) will be eligible to join the Sick Leave Bank.
- (b) All new employees whose pay is determined by the teachers’ salary schedule will be members of the Sick Leave Bank and will be assessed one (1) day of sick leave upon being hired.

2. Re-Enrollment

Any eligible employees who wish to join the Sick Leave Bank after their first year of eligibility must contribute three (3) days upon joining. Such election may only be made once each year within thirty (30) contracted calendar days of the commencement of that employee’s school year, using the appropriate forms. The three (3) required days of sick leave shall be contributed from their sick leave upon enrollment in the Sick Leave Bank.

3. Contributed Days

Days contributed or assessed become part of the Sick Leave Bank and are deducted from the individual member’s sick leave. The District will provide the Sick leave Bank Board (“SLBB”) through its contact person with an updated list of members of the SLB once after the September payroll (but not later than the first Friday in October) and once after the January payroll (but not later than the first Friday in February). These lists will note the names and worksite of members dropped and/or added. If necessary, the SLB through its contact person may contact the District representative from the Office of Human Resources to the SLB to verify the membership of a SLB applicant.

4. Dropping Membership

A member may terminate membership in the Sick Leave Bank by completing the required form (4151.7) provided by the SLBB. However, the days contributed by the member may not be withdrawn.

C. Sick Leave Bank Procedural Guidelines**1. Governance**

Operation and administration of this Sick Leave Bank will be by the Sick Leave Bank Board. This board will consist of five (5) voting members appointed by the Association and one (1) nonvoting member from the Office of Human Resources. A minimum of three (3) voting members must be present in order to conduct business.

2. Operation & Administration

- (a) Annually, CCEA and the SLBB will notify the Office of Human Resources of the name and contact information for a contact person for the SLBB.
- (b) The SLBB will collect and manage all pertinent forms and data related to sick leave bank requests and the granting of days. If the District receives any such requests, forms, or data, it will immediately forward them to the SLBB contact person(s) on record with the Office of Human Resources.
- (c) After receiving a request for days from the SLB, the SLBB will verify the employee's SLB membership and determine the appropriate number of days of leave the member will be eligible to receive. The SLBB will then forward the appropriate information to the Office of Human Resources.
- (d) Questions and/or concerns related to the operation and administration of the SLB will be dealt with by the SLBB.
- (e) The minimum number of days in the bank will be five hundred (500).
- (f) Should the number of days available drop below the minimum, the Sick Leave Bank Board will take necessary action to raise the balance above the minimum. The Sick Leave Bank Board will have the authority to assess an additional day(s) from each member. Days will be assessed in increments of one (1) additional day of current or accumulated sick leave from each member.
 - (i) Inability to contribute, within a school year, will not prohibit an individual from being a member for the remainder of that school year unless the member affirmatively drops membership in the bank.
 - (ii) Any members who were unable to contribute the assessed day(s) and who did not affirmatively drop membership in the bank will have the assessed day(s) deducted from their current or accumulated sick leave during the following school year.
 - (iii) No new member of the sick leave bank shall have more than one (1)

day deducted from their current / accumulated sick leave during the year they joined the sick leave bank. Should the Sick Leave Bank board assess an additional day(s) to all members of the sick leave bank the assessed day(s) for new members shall be deducted the following school year, unless the member affirmatively drops membership in the sick leave bank.

- (g) If an assessment is deemed necessary, all members will be provided an opportunity to terminate their membership prior to the assessed day(s) being deducted from their sick leave.
- (h) The Board will publicize once each year a summary sick leave bank usage.
- (i) Any release time necessary for the Sick Leave Bank Board to complete their responsibilities will be deducted from the Association's leave as per Policy 4135.
- (j) If the Sick Leave Bank Board feels that the bank cannot be funded adequately with the present membership or a more suitable plan is found, the Sick Leave Bank Board can vote to terminate the bank.
 - (i) For twelve (12) months after termination of the sick leave bank without the establishment of an alternate plan, members will be allowed to utilize up to thirty (30) contract days of leave at a rate of pay equal to their per diem, less the cost of the substitute if all of their leave days are exhausted and they are on an extended absence due to disability resulting from illness or injury, that renders them incapable of working. This option ceases to be available whenever an alternate plan is adopted during the 12-month period.
 - (ii) If the Sick Leave Bank is terminated, days remaining on the bank's records will be cancelled. Days will not be returned to members of the Sick Leave Bank.
- (k) The above listed procedures will be reviewed at least once each year.
- (l) The Sick Leave Bank will establish its own operating procedures within the above listed guidelines.

D. Granting of Days

The term "day" is defined as a full contractual workday. Days may be granted from the bank only after the member requesting leave bank days has used all his/her current and accumulated sick leave.

1. The first two (2) days of leave after the member has exhausted his/her own sick leave will not be covered by the bank.

2. At the member's request, the two (2) deduct days at per diem may be spread over two (2) pay periods.
3. Upon acceptance by the LTD carrier, the two (2) deduct days will be reimbursed to the member.
4. When a member becomes eligible to receive benefits from the district approved LTD program; the member will no longer be eligible to receive sick leave days from the bank. (Eligibility for LTD begins sixty (60) calendar days from date of disability resulting from illness or injury, that renders the member incapable of working.)
5. Days from the Sick Leave Bank will not be granted for the following:
 - (a) Non-contracted days for the member requesting days.
 - (b) Days beyond the school year in which the request for days is received (this provision may be waived by action of the Sick Leave Bank Board.)
 - (c) Days in which any compensation is available to the member from any other benefit plan.
6. Coincident with approval of days by the Sick Leave Bank Board, the approved number of days will be deducted from the bank.
7. All days granted from the bank, but not used by the member, will be restored to the bank.
8. The Board will consider requests for less than full days of disability when the following three (3) conditions are met:
 - (a) The partial days follow a period of full days of total disability verified by a physician's statement; and
 - (b) The member is engaged in a rehabilitation/recovery program directed by a licensed physician; and
 - (c) The member's supervisor and/or building principal approves a partial return to work.
9. Any and all medical records or other information furnished to the SLBB will be kept confidential. It will be used by the SLBB to determine eligibility for sick leave bank benefits and will be aggregated for distribution in an annual summary of sick leave bank usage to members of the SLB, and reasonable efforts will be made to ensure that the report does not include information that may identify individual applicants.
10. To ensure confidentiality, the SLBB will determine whether non-SLBB members

may attend their meetings. Normally, meetings will be closed to ensure confidentiality of SLB members when the Board is discussing specific applications.

E. Maximums/Minimums

1. No more than forty-five (45) contractual days per diem may be granted to any member in any single contract year.
2. No more than two (2) deduct days per diem will be assessed any member in any single contract year.
3. If the balance of days in the Sick Leave Bank drops to five hundred (500) or below, members being granted days will continue to receive days.
4. All new applications to the Sick Leave Bank will be put on hold until the Board takes action to alleviate the situation. (E-3 above)
5. If the bank's balance should reach zero (0), all days will cease to be granted, as the bank cannot operate in a deficit.

F. Application Process

The term "day" is defined as a full contractual workday, days will be approved for extended illness and/or disability of a member only. Days will not be granted for a member to care for someone else who is ill or disabled.

The member must make application for use of days to the Sick Leave Bank Board any time prior to but within sixty (60) calendar days after the member returns to work. The Board will not consider applications submitted at a time outside these limits.

1. The Sick Leave Bank Board will consider only those requests, which include all of the following materials.
 - (a) A completed long-term disability form that includes a licensed physician's verification that the illness and/or disability is total and renders the employee incapable of working.
 - (b) A leave of absence form.
 - (c) A Sick Leave Bank application form.
2. The Sick Leave Bank Board will have the authority to request additional information, including a request to the Superintendent to use Policy 4147 (Physical/Mental Examination.)

Revised: September 24, 2014

Adopted: June 15, 2015

Effective: July 1, 2014