

Florence District Three Personnel Report

October 2023

Policy

SICK LEAVE BANK

Code: **GARC**

Sick Leave Bank

The district will establish a district-wide sick leave bank for active duty full-time employees who earn sick leave. The purpose of the sick leave bank is to protect eligible employees from undue financial burdens, which might result when extended absence from work is necessary due to a prolonged continuous absence or accident or due to such illness or accident involving an immediate family member. The term “immediate family” includes the following: employee’s spouse, children, parents, brothers, sisters, and step-children/mother/father/siblings. Additional individuals under the immediate care of the employee may be approved for family sick leave at the superintendent's discretion.

The bank will be administered by a Sick Leave Bank Committee elected by the membership. It will be comprised of two teachers, a principal, two classified employees representing different service areas, and a district office representative. A personnel administrator and an administrator from the Finance department will serve as ex officio members of the Sick Leave Bank Committee. Three members will rotate off the board annually. Terms for elected members will be two years. The committee year will be from July 1st through June 30th each year. All representatives to the Sick Leave Bank Committee must be members of the sick leave bank.

The Bank Committee will receive requests for the use of days from the sick leave bank and will decide on these requests and appeals arising from their decisions according to this policy. The committee may make suggestions for improving the operation of the bank. However, any changes to this policy must be approved by the Florence School District Three Board of Trustees.

Eligibility

All employees on full-time active duty with the district and earning sick leave are eligible to participate. Participation is voluntary; however, the bank will not operate with less than 25 percent participation.

To become a member, an employee must complete a membership application and contribute one day of sick leave during the open enrollment period. Additional contributions, annually or as needed, will be automatically transferred to the bank according to established procedures (see procedures section).

For the purpose of this policy, catastrophic illnesses or accidents will generally include illnesses as an illness or accident that is documented by a licensed physician and does the following:

- Involves continuous and extensive treatment by a healthcare provider.
- Renders the employee unable to perform their duties because of prolonged absence of 20 days or more.
- Excludes elective surgery and normal pregnancy and delivery.

Any application may not apply to a previous catastrophic illness or accident that took place prior to becoming a member.

Definitions

This plan will provide extended sick leave to a member/employee for a physician-certified prolonged illness, injury, quarantine, or incapacitation so severe to oneself or an immediate family member that the employee's attendance is impossible.

- Prolonged illness is extending over 20 or more consecutive working days.
- The term “immediate family” includes the following: employee’s spouse, children, parents, brothers, sisters, and step-children/mother/father/siblings. Additional individuals under the immediate care of the employee may be approved for family sick leave at the superintendent's discretion.

Procedures and Regulations for Membership

An open enrollment period will occur between July 1st and August 31st of each school year or within the first 30 working days on the job for new hires after August 31st of each school year. A special open enrollment may be declared should the bank become depleted.

Sick leave bank members must contribute one day of sick leave at the initial enrollment period and one additional day each year during the open enrollment period with the following exceptions.

- At any time the total number of days in the bank reaches a level equal to or less than 25 percent of the number of members, an additional contribution of one day will be required, and an open enrollment period will be declared.
- If the leave extends to the next school year and the employee has exhausted all days, the employee can contribute to the bank for that school year once they return and accrue a leave day.

All contributions to the bank remain the property of the bank, and under no circumstances can a member withdraw their accumulated days from the bank.

All contributions to the bank will remain in force for the fiscal year in which they are contributed. However, a member may cancel their membership during the open enrollment period by written notification to the Sick Leave Bank Committee.

Active retirees may contribute unused leave days to the bank upon their resignation from the district. An employee who has accumulated more than 120 days or equivalent hours may elect to donate any days beyond the 120-day maximum.

Regulations for the Use of the Bank

To apply to receive days from the sick leave bank, an employee must meet the following criteria:

- The employee must have been out of work for 20 or more consecutive work days due to illness or accident to themselves or an immediate family member.
- The employee must have exhausted all annual and accumulated sick leave days.
- The employee utilizing sick leave days from the bank will not be allowed to be employed in any other capacity.

An employee who meets the eligibility criteria described above may apply to draw upon the sick leave bank by completing an Application for Use of Sick Leave Bank form. This application must be accompanied by a physician's confirmation form confirming the nature and expected duration of the illness or accident.

Withdrawals approved by the committee may be at most 30 days for any request; however, members may apply for additional withdrawals of up to 30 days per request. The maximum number of days that may be drawn from the bank for any catastrophic event is 90.

Employees requesting additional days must reapply in a timely manner. An additional form from the physician must be completed if leave is extended at any point.

- Applications should be submitted to the personnel administrator, who will schedule meetings of the Sick Leave Bank Committee in coordination with the district office representative of the Bank Committee.
- Applications will be reviewed within 30 days of receipt of all required documentation.
- All members applying for days from the sick leave bank will be notified in writing of the board's decision.
- All approved applications will be forwarded to the Finance office for processing.
- All rejected applications will be returned to the member with an explanation of the specific reason(s) for denial. Members may appeal a denied decision once by reapplying and submitting additional documentation and/or a second physician's opinion on the physician's confirmation form.
- All appeals will be responded to in writing within 30 days of receiving all required appeal documentation.
- Decisions will be made by a majority vote of the Sick Leave Bank Committee, and decisions on appeals will be final.
- Members approved for worker's compensation due to a job-related injury are not eligible to apply for sick leave bank days.
- The medical emergency affecting a leave recipient terminates when the district determines the medical emergency no longer exists or the leave recipient's employment ends. When the medical emergency involving a leave recipient terminates, or the employee's employment terminates, any transferred sick leave remaining to the credit of the leave recipient must be restored to the sick leave bank.

Additional sick leave days cannot be granted for illness or hospitalization due to normal pregnancy beyond the employee's annual and accumulated leave except in extreme cases.

Additional sick leave days cannot be granted for illness or hospitalization due to routine and/or uncomplicated medical and surgical procedures.

Membership application forms, applications for additional sick leave days from the bank, and physician confirmation forms are available from the district's personnel department.

Adopted:
