

# Willamette Education Service District

Code: **G CBD/GDBD-AR**  
Adopted: 7/8/03  
Readopted: 7/12/05; 6/22/10  
Orig. Code(s): None

## Sick Leave Bank

### Purpose of Bank

The purpose of the sick leave bank shall be to extend to those members additional sick leave days should a catastrophic illness or injury exhaust the employee's accumulated sick leave. Membership in the bank is voluntary.

### Membership in Bank

Each employee who wishes to join the bank will contribute one individual workday (e.g., 8.0 hours for a full-time employee; 4.0 hours for a half-time employee) of his/her sick leave to the bank. New employees may join at the time of their employment; current employees may join during an annual election period (the month of September). Employee contributions to the bank are irrevocable.

### Who May Apply for Benefits from the Bank

Only employees who have contributed to the bank may apply for days from the bank.

### When Application for Benefits can be Made

Upon depleting accumulated sick leave, vacation leave and personal leave and after obtaining a doctor's statement certifying a life-threatening or debilitating physical illness or injury preventing the member from performing the duties of his/her job for more than 10 *consecutive work* days, a member may request days from the bank.

### How Eligibility for Benefits is Determined

A committee composed of two members representing the administration and two members appointed by the Employees' Association will act immediately on the request. The committee shall grant the request if (1) ESD records shows that the member has exhausted his/her accumulated sick leave; (2) the member is not eligible for lost time compensation under workers' compensation or under PERS eligibility ; (3) the member is a contributing member to the sick leave bank; (4) the member has experienced a life-threatening or debilitating physical illness or injury that has prevented him/her from performing his/her job requirements for more than 10 *consecutive work* days and a doctor has certified in writing this illness or injury; and (5) there are sufficient days in the sick leave bank to cover the request.

*Note: If a member meets the above eligibility requirements, the committee may authorize sick leave bank time to cover any hours of absence that occur during the employee's first ten days bank on the job, provided that the hours of absence were the result of a physician's order to return work on a part-time basis.*

## **Notification of Determination to Applicants**

If the request is approved, the committee shall notify the ESD. Subsequent days of absence due to the illness or injury, including as many of the first 10 days of the illness or injury for the employee did not have accumulated sick leave, will be charged to the bank until further notice. In no case, however, will no more than 50 days of sick leave from the sick leave bank be approved per individual member in any one school year (October 1<sup>st</sup> through September 30<sup>th</sup>). Note that sick leave days transferred from the bank are pro-rated for employees working less than full-time. If the request is denied, the member shall be informed in writing as to the reason for the denial. The actions of the committee shall not be subject to any further appeal through the grievance procedure or through other means.

## **Record Keeping**

The ESD shall keep accurate records of leave accumulated by the bank and of sick leave used by the bank. Sick leave used by the bank in any one year (October 1<sup>st</sup> – September 30<sup>th</sup>) shall be no greater than the number of employee full-time equivalents (FTEs) times 8.0 hours (e.g., 150 FTEs x 8.0 hours - a cap of 1200 hours). These records shall be available at all times for review by the committee members and by the association. Annually (between August 1<sup>st</sup> and 20<sup>th</sup>), the ESD shall notify the committee and the association in writing of the accumulated days as well as days charged to the bank that year.

## **Annual Review of Bank Status**

The committee will review the ESDs' annual report and determine whether a new annual contribution is necessary and will set the amount, in hours, that members will donate if they wish to remain in the bank. Note that any new contribution, if necessary, will be pro-rated for employees working less than full-time. The committee will notify the ESD and the association on or before the last day in August if any new contribution is necessary for members to continue membership in the bank.

## **Termination of Membership in the Bank**

Membership in the bank shall be terminated at the end of employment in the ESD, by written request of the member or by failure to donate if a new annual assessment is deemed necessary by the committee (see preceding paragraph).

## **Amendments**

The committee may at any time recommend amendments to this policy which would be incorporated upon approval by the Board and the Association.