



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 and other paid leave. Membership in the bank is voluntary. This policy does not constitute a sick leave donation program, and does not serve to enable any ESD employee to directly donate unused sick leave to another ESD employee.

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). Only employees who have worked, or are scheduled to work 90 consecutive work days or more in a given contract year, may be eligible for membership in the bank. Employee contributions to the bank are irrevocable.

Who May Apply for Benefits from the Bank

Only employees who are current contributing members to the bank may request 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, vacation and personal leave; (2) the member is not eligible for lost time compensation under workers' compensation or under PERS eligibility; (3) the employee 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 is life-threatening or debilitating or that surgery cannot be postponed or delayed until vacation time; and (5) there are sufficient days in the sick leave bank to cover the request.

How to Apply for Benefits from the Bank

An employee who meets eligibility requirements may apply for hours from the sick leave bank. Employees should contact human resources for information on sick leave bank requests. Human resources will coordinate with Payroll to determine how many sick leave bank days are available.

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 paid leave, will be charged to the bank until further notice. In no case, however, will more than 25 days of sick leave from the sick leave bank be approved per individual member in any one school year (October 1st through September 30th). 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 used by the bank. Sick leave used by the bank in any one year (October 1st - September 30th) 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 employee associations. Annually (between August 1st and 20th), 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).

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 10 days back 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.