## Sick Leave Pool Guidelines

Revised July 2024

A Sick Leave Pool may be established from voluntary donations by district staff to assist a fellow employee suffering from catastrophic personal illness or disability, or illness or disability in the immediate family. The term “catastrophic” is defined in policy DEC (Local), [Compensation and Benefits: Leaves and Absences](https://pol.tasb.org/PolicyOnline/PolicyDetails?key=234&code=DEC#localTabContent):

*A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.*

* After an employee has exhausted all their available leave days, the employee must submit a written request for sick leave pool days by filling out the “Sick Leave Pool Request Form” located on the Human Resources section of the district website. The request may be emailed, or hand delivered to Michelle White.
* A medical certification by a health care provider will need to be presented with the Sick Leave Pool Request Form when requesting sick pool days. The BISD Attending Physician’s Statement (medical certification) can be found in the Human Resources section of the website.
* If the employee is critically ill and unable to file an application for sick leave days, the school principal or immediate supervisor may initiate the application at the request of the family.
* Applicants must acknowledge on the application that their name will be shared with staff to inform them of the employee requesting sick leave pool days if approved.
* The dates the employee requests on the request form must align to the dates found on the medical certification form.
* Donated days cannot be used retroactively for absences already posted for attendance.
* Donated days can only be used for absences on account of the serious health condition for which the sick leave pool was approved.
* Sick Leave Pool is created by confidential voluntary contributions by district staff for a specific individual and the donated days shall be designated to a specific pool.
* Each district employee my donate up to 2 days per request per school year.
* A maximum of 20 days may be contributed to a specific sick leave pool.
* Donated days can only be used for absences on account of the serious health condition for which the sick leave pool was approved.
* Donated days do not carry over from one leave year to the next.
* Any unused donated days are returned to the exact donor, unless the donor is no longer employed by Brownwood ISD.