

***GALVESTON ISD***

**SICK LEAVE BANK GUIDELINES**

**AND**

**“FRIENDS HELPING FRIENDS”  
(POLICY DEC (LOCAL))**



## GALVESTON ISD SICK LEAVE BANK GUIDELINES

### I. PURPOSE AND DEFINITION

#### A. Purpose

The purpose of the Sick Leave Bank is to provide additional sick leave days to members of the bank in the event of

- a critical, catastrophic, or unexpected extended illness
- major non-elective surgery, or
- an incapacitating injury.

Days may be requested from the bank only after the member has exhausted all accumulated state and local sick leave days, vacation days, and compensatory time.

*(A "CATASTROPHIC" illness is defined as sudden, drastic, devastating, life changing and on-going but not necessarily a terminating illness or disability).*

### II. MEMBERSHIP

#### A. Eligibility

All full-time personnel of Galveston Independent School District shall be eligible for membership. "Full-time employees" shall be defined as a professional or paraprofessional working at least 50 percent of the normal school day.

#### B. Procedures for Joining the Sick Leave Bank

- 1. The enrollment period for current employees shall be May 1 – May 31 (no exceptions) of each school year. New employees must wait until enrollment period to enroll.**
2. Any employee who is eligible to join the Sick Leave Bank may do so by contributing a one-time, three (3) day donation of accrued or anticipated local sick leave.
3. An employee desiring to join during the current school year must be able to earn at least three (3) days from the time of his/her employment until the completion of his/her total number of days of work at the end of the school year.

4. An employee having a pre-existing condition must wait until the following year to apply for Sick Leave Bank benefits.
5. Donated leave will be subtracted from the member's local sick leave record.
6. The three (3) days donated are the property of Galveston ISD Sick Leave Bank. All donations will remain in force and cannot be returned even upon cancellation of a membership.
7. Employees desiring to join the bank shall complete the **Join Sick Leave Bank Form** and submit it to the Payroll Department for verification.
8. For Bank purposes, the school year will be from September 1 through August 31. A member using days from the bank will be required to donate additional days the following school year to continue membership. The replacement schedule will be:

Days Used	Days Used
1-5	1
6-15	2
16	3

9. If the bank falls low, members may be asked to contribute additional days.
10. If a member decides to cancel his/her membership in the bank, the days contributed for membership remain the property of the bank. If, at a later date, this employee wishes to rejoin the bank, he or she may do so during the enrollment period by again donating three (3) days. Cancellation of membership may be made by sending written notice to the Payroll Department.
11. Personnel who terminate their employment with the district forfeit membership in the bank at the effective date of termination. If the employee wishes to regain membership in the bank upon his/her return to the district, three (3) days must again be donated.
12. Personnel on approved leave of absence will retain membership in the bank and will not be required to donate additional days.

#### IV. REGULATIONS CONCERNING GRANTING OF SICK LEAVE DAYS FROM THE BANK

- A. Granting of days from the Sick Leave Bank
1. A member may apply for days from the Sick Leave Bank prior, during, or immediately following absence from work. The request must occur within thirty (30) work days of the return to work.
  2. Sick leave bank days shall be granted only for absences from working days and will not be granted for holidays, vacation days or other such days for which the member is not paid.
  3. The maximum number of sick leave bank days that may be granted to an employee during the year (September 1 through August 31) will be thirty (30) days. If a member who has received days from the sick leave bank returns to work and then is ill again with the same or a different illness, he/she may apply to the sick leave bank for additional days needed. Each separate illness applied for must meet the initial criteria of just cause.
  4. A member shall only be reimbursed for the amount actually docked. Reimbursement will be made **only** in the member's regular payroll check after the committee's approval of requested days.
  5. The bank may be used only by the individual member for his or her personal critical illness or incapacitating injury.
  6. The bank may not be used by the contributor to remain away from his or her position in order to assist a member of his or her family who is ill or disabled.
  7. All unused sick leave days in the bank at the end of the school year (August 31) shall be carried over to the next school year (September 1 through August 31).
  8. Sick leave days from the bank may be granted if denied for workers' comp injury for the days of disability when compensation will not be made to the member under Workers' Compensation Act, provided that all state/local sick leave, vacation, and compensatory time has been exhausted.

9. A member's sick leave history shall be submitted to the committee officers by the Payroll Department with the application for sick leave bank days. The Committee officers will review this information, along with the application for sick leave bank days. If the committee officers cannot make a decision, a meeting of the committee will be called for a final decision.
10. A contributor will lose the right to utilize the benefits of the bank only by:
  - a) Termination of employment in the Galveston Independent School District.
  - b) Written cancellation notice of participation by the member at any time.
  - c) Being on administrative leave.
11. Upon resignation or retirement, employees may donate their remaining sick leave days to the sick leave bank by completing the required documentation.

**V. PROCEDURES FOR APPLYING FOR SICK LEAVE BANK DAYS**

- A. Should the sick leave bank member have a need of sick leave bank, the member must submit a request for days from the bank (REQUEST FOR SICK LEAVE BANK/"FRIENDS HELPING FRIENDS" DAYS form).
- B. A member who requests days from the bank must submit to the Payroll Department, within thirty (30) work days after returning to duty, the following information on the REQUEST FOR SICK LEAVE BANK/"FRIENDS HELPING FRIENDS" DAYS form:
  1. A statement signed by the member attesting to the fact that:
    - a) the condition which necessitated the request for days from the Sick Leave Bank was unknown to the employee at the time he/she became a member of the Bank.

2. Completion of an attending physician's statement, or a similar FMLA doctor's certification form, which includes:
    - a) Identification of the nature of the illness and/or extent of injury;
    - b) Date of initial onset of this particular condition;
    - c) Anticipated date eligible to return to work on a full or part-time basis.
  3. Anticipated days, if any, for follow-up examinations.
- C. Forms for the above purpose have been prepared and are available from the school principal, supervisor, the Payroll Department, or on the GISD website ([www.gisd.org](http://www.gisd.org)).
  - D. The Committee may refuse to consider any application that does not contain the required information.
  - E. If a member is critically ill and unable to file an application for sick leave days from the bank, the school principal, supervisor, or immediate family member may initiate the application.

#### VI. **GOVERNING COMMITTEE**

- A. The governing committee shall be called "The Galveston ISD Sick Leave Bank Committee"
- B. Composition of Membership of The Galveston ISD Sick Leave Bank Committee.
  1. Officers of the bank must have been employed by the school district for at least three (3) consecutive years prior to election.
  2. The Committee shall consist of at least one representative from each GISD campus and/or department:

The Benefits Coordinator shall serve as a non-voting member of the Board.
  3. An officer of the committee shall serve for two years beginning September 1 and ending August 31.

4. Elections will be held on the first Monday in April. Only members of the sick leave bank are eligible to vote.

C. Duties and Responsibilities of the Sick Leave Bank Committee

1. At the October meeting of the year, the Board shall select from its group a Chairperson, Vice-Chairperson, and Secretary.
2. The Sick Leave Bank Committee officers and Payroll Benefits Coordinator shall determine the number of days approved up to thirty (30) days and reserves the right to approve, disapprove, or modify the days requested.
3. Hear appeals concerning decisions of the committee officers. The decision of the Sick Leave Bank Committee will be final.
4. Vacancies on the committee that arise during the school year will be filled by appointment by the officers of the committee.
5. The Payroll Department shall process all approved sick leave days.
6. The Sick Leave Bank Committee will meet 4 times a year (August, October, January and April) unless meetings are required at other times.
7. The Sick Leave Bank committee Chairman has the authority to sign REQUEST FOR SICK LEAVE BANK/"FRIENDS HELPING FRIENDS" DAYS form indicating approval.

**VII. FINAL DECISIONS**

Any questions or appeals concerning membership, regulations, or application for sick leave days that may arise after adoption of this plan and not specifically covered herein, shall be submitted to the Sick Leave Bank Committee and/or Payroll & Benefits Coordinator who will make a recommendation to the Superintendent of Schools for a final decision.

## VIII. **AMENDMENT PROCESS**

These guidelines may be amended upon recommendation of the Sick Leave Bank Committee followed by approval of the Superintendent of the Galveston Independent School District.

Amendments to these guidelines, introduced and recommended at one meeting, shall not be adopted until a subsequent meeting. Thus, time will be provided for careful study and interested parties will have the opportunity to react and/or to address the Board.



# **“FRIENDS HELPING FRIENDS”**

## **1. PURPOSE AND DEFINITION**

The purpose of “Friends Helping Friends” is to provide additional sick leave days to a full-time Galveston ISD employee who is on approved FMLA in the event of:

- a critical, catastrophic, or unexpected extended illness
- major non-elective surgery, or
- an incapacitating injury.

Days may be requested by the employee on or after he/she has exhausted all of his/her accumulated sick leave days, vacation, compensatory time, sick leave bank days (if applicable) and any other options.

*(A “CATASTROPHIC” illness is defined as sudden, drastic, devastating, life changing and on-going but not necessarily a terminating illness or disability).*

The maximum number of days that may be received through the “Friends Helping Friends” program, per school year, may not exceed 20 days. The school year is defined as September 1 – August 31.

Any days provided through the “Friends Helping Friends” program will be donated from one Galveston ISD employee (“Donor”) to another employee (“Recipient”) by following stated procedures.

## **1. PROCEDURE FOR EMPLOYEE REQUEST**

A written request (REQUEST FOR SICK LEAVE BANK/“FRIENDS HELPING FRIENDS” DAYS form) for the donation of sick leave days shall be made by the recipient. In case the incapacity is of such a nature that he/she cannot personally apply, the request may be submitted on his/her behalf by an authorized agent, immediate family member, principal and/or supervisor.

Requests may not be made for conditions which would qualify the employee for disability, retirement, or workers compensation. In no case shall the recipient receive from Galveston ISD a daily rate which exceeds his/her current daily salary. In the event of the death of the recipient, donated days shall not be transferred to the estate of the deceased.

It must be understood that “Friends Helping Friends” is a donor program based on goodwill. Neither the donors, nor the school district, are responsible for fulfilling any or all of the days requested.

## 2. PROCEDURE FOR DONATION

Donor forms may be obtained from GISD website ([www.gisd.org](http://www.gisd.org)) or the Payroll Department. Completed form should be submitted to Payroll Department.

An e-mail will be sent to all GISD employees. Donor forms will be date marked and numbered in order received. Days will be applied to recipient in order received, not to exceed 20 days per school year.

All donations will be anonymous.