

POST FALLS SCHOOL DISTRICT NO. 273

Series 600: Non-Certified Personnel: Leave and Absence

Policy No. 603.3

Policy Title: Sick Leave Bank

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The Sick Leave Bank shall provide non-certified employees who are members of the bank with additional sick leave days needed to recover from personal catastrophic illnesses* which cause absence from work and loss of all accumulated personal sick leave. The bank shall not be used as a reserve for time lost due to short term illnesses which would normally be covered by the employee's accumulated sick leave, nor from time lost due to illness in the family, bereavement, or purposes other than personal illness.

* Webster's Third New International Dictionary defines Catastrophe as a momentous tragic usually sudden event marked by effects ranging from extreme misfortune to utter overthrow or ruin.

The Sick Leave Bank shall be administered by the non-certified Sick Leave Council in conformance with the regulations set forth in this policy. The Sick Leave Council shall be composed of six members, one each from school lunch, maintenance/custodians, bus drivers, secretaries, paraprofessionals and the superintendent or his/her designee. Each representative shall be elected by their constituent group. The council shall elect a chairperson. Council terms will run for the length of the school year.

Responsibilities - The committee will have the following authority:

1. review applications from members,
2. make grants from the bank,
3. determine if the annual membership contribution should be made, and
4. use its discretionary power to protect both the integrity of the bank and the rights of its members.

Membership in the Sick Leave Bank shall be extended to any employee who normally works and has been employed in such capacity continuously by the district for the immediately preceding full year and normally works a minimum of seventeen (17) hours per week and who is not seasonal, emergency or a casual worker whose period of employment is less than five (5) consecutive months.

Each non-certified employee of the district who is a member of the Sick Leave Bank may participate in the Sick Leave Bank. To participate, each employee member shall contribute one of his/her earned sick leave days as determined by the Non-Certified Sick Leave Council. Sick leave days thus contributed shall be deducted from the individual's annual sick leave entitlement. The contributed sick leave days shall form a fund of sick leave days that will be available to all eligible participating Sick Leave Bank members upon recommendation of the Sick Leave Bank Council.

The Non-Certified Sick Leave Bank shall accumulate the contributed sick leave bank days from year to year. Upon the determination by the Non-Certified Sick Leave Council that sufficient sick leave days are accumulated to cover foreseen needs, the Sick Leave Council may elect to waive the contribution of one day of sick leave by continuing members. In this case, members from the immediate prior year would continue membership with no additional contribution, while new members will still be required to contribute a sick day.

In order to insure that one employee does not deplete the bank at the expense of other employees who may later apply, with equally or more serious circumstances, no employee shall be granted more than ninety (90) days for one injury/illness and subsequent recovery. No employee shall be granted more than one hundred eighty (180) total sick leave bank days.

The employee, or the employee's designee when the employee is physically incapable, shall file Form B, Application Form for Sick Leave Bank days, with the district office so that it can be ascertained whether or not the employee will use all of his/her accumulated personal, vacation and sick leave making him/her eligible to apply for use of Bank days.

Criteria:

1. The member must have used all accumulated sick leave.

2. The member must have used all personal leave.
3. The member must have used all accumulated vacation leave.
4. The member must not be eligible for lost time compensation under Workers= Compensation.
5. The member must present the committee with an American Medical Association recognized medical physician=s statement of illness/injury verifying or an AMA recognized illness exists which is debilitating and prevents the member from performing the duties of his/her job and other documentation as required by the committee.

The district office will forward Forms B and C to the chairperson of the Non-Certified Sick Leave Council.

The Non-Certified Sick Leave Council shall give full consideration to all requests for use of the bank and shall make a final approval or disapproval of any request in full or in part on Form D, Approval and Transfer form, within eight (8) working days of receipt of Forms B and C. (Fill out Form D in duplicate; one copy to employee and one copy to district office.

If the employee's request is approved, transfer of the approved number of days from the bank to the employee shall be made so that the transfer is reflected in the next available payroll disbursement.

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