

MESQUITE ISD SICK LEAVE BANK



Procedures for Sick Leave Bank

- Make sure employee is a sick bank member
- If you are unsure if employee may qualify, call the MEA office at ext. **25504**
- Sick Leave Bank member will need to fill out all required forms
- All paperwork should be submitted to the MEA office **10 days prior** to the **anticipated** need OR **10 days after** an **unanticipated** need.



Sick Leave Bank Member will:

- Have the **HIPPA** form signed/notarized.
- Fill out **Sick Leave Bank Request** form
- Fax/email the completed **Physician's Statement** to the MEA office
 - **FAX: 972-882-5413**
 - **EMAIL: BAdelhardt@mesquiteisd.org**
- All three (3) forms must be completed and turned into the MEA office and submitted to the Sick Leave Bank Committee for approval

More to know



1. Any **MISD employee** can become a Sick Leave Bank member, as long as they are able to donate 1 day. Members must donate **1 day** every **5 years**.
2. If a member uses the Sick Leave Bank, they must **re-donate** to remain an active member.
3. Members must use all of their **state/local personal days, vacation and tenure days** if available before sick leave days are used.
4. The member will fill out all forms unless they are unable.
5. For **maternity situations**, complications that occur may not be covered by the Sick Leave Bank. Cesarean sections and normal deliveries will not be eligible.
6. Sick leave days can only be used by the sick leave bank members.
7. Maximum number of days allowed:
 - a. **0-10 years** of service are **up to 15 days**
 - b. **11 or more years** of service are **up to 20 days**.
8. Bereavement and Elective surgeries that are not medically necessary will not be considered.
9. Sick leave days cannot be made retroactive to a previous pay period.
10. Sick Leave Bank days may not be granted for the period of disability when monies are paid to the employee under the Workers' Compensation Act.



2133 N. Beltline Rd
Mesquite, Texas 75150
972-882-5504

<https://www.mesquiteisd.org/staff-resources/mea>