

ALVARADO ISD EMPLOYEES SICK LEAVE BANK BY-LAWS

PURPOSE

The Sick Leave Bank of Alvarado ISD is created and maintained to provide emergency days needed by permanent (full time) district employee members of the bank who have exhausted their personal and sick leave days due to:

A.) "Catastrophic" illness or injury which results in the employee's temporary or permanent incapacity to perform his/her job function for an extended period. A catastrophic illness or injury is a condition defined as life threatening or severely incapacitating, not a mere passing disorder or illness. Such an illness or injury would be one which requires physician, emergency room, out-patient treatment, or hospitalization. Although some degree of permanency is involved, the illness or injury need not be incurable or permanent.

B.) a lesser illness, not catastrophic in nature, which involves use of days beyond the normal recovery time caused by complications which calls for extended hospitalization, physician care, or out-patient care.

MEMBERSHIP

Sick Leave Bank (SLB) membership is open to any permanent Alvarado ISD employee who wishes to deposit one day of accrued or anticipated state leave days to the bank. Donated days will be subtracted from each member's state leave, and days donated become the property of the Alvarado ISD and cannot be returned even if the employee is terminated, leaves the district, or decides to leave the "bank". Enrollment forms are on the Alvarado ISD website Human Resources Department link. The form must be returned to the designated campus representative before an announced cut off date.

ADMINISTRATION

The bank will be administered by a group elected by the members of the Sick Leave Bank. This group shall be known as the Executive Committee (EC). One member of the EC will be elected from each school campus. In addition, one member of the EC shall be selected from EACH of the following groups: Administration, Operations, and Technology. For example, for the school year 2010-2011, the EC shall consist of nine members. Only members of the SLB who have been employed by the district for at least three consecutive years, at the time of the election, shall serve on the EC. EC members may represent only the group to which they belong.

Elections to select EC members shall be made within three weeks of the beginning of the school year. There will be no term limits for members of the EC. EC members will serve

until they resign or are replaced. Vacancies shall be filled by EC appointment. The person selected must represent the same group as the person being replaced. After each election, members of the EC shall select an Executive Director/Chairperson, Vice-Chairperson, and Secretary-Treasurer (the officers). The EC shall determine the roles and functions of each officer. After the first meeting to select officers, meetings shall be called to review applications for bank days. A simple quorum must be present before a vote may be taken.

The EC shall determine the number of days approved up to thirty days maximum per application, and it reserves the right to approve, disapprove, or modify the number of requested days. Voting will be based on a simple majority.

If the number of days in the SLB drops below sixty (60) days, the EC shall notify continuing participants that each must contribute one extra day. The EC shall request donations of no more than seven days from members who are retiring from active service.

PROCEDURE FOR USING SLB DAYS

Applicants must be currently employed by the Alvarado ISD and must use all of their available sick leave and annual personal leave, if any, before receiving days for the SLB. Application cannot be made in advance. All requests to draw from the SLB must be made on a SLB Request Form and must be accompanied by a physician's statement confirming the cause of illness or confinement and certifying the existence of a disability to perform assigned duties. Requests may be made by an employee's family member or by the employee's direct supervisor. Forms are on the Alvarado ISD website Human Resources Department link.

The maximum number of days that can be granted to any member shall be thirty (30) days, every two years. For continued membership, an employee who has received days will reimburse the SLB a maximum of three (3) days. This reimbursement will be required at the beginning of the following school year. If a member does not use all of the sick leave days granted from the SLB, the unused days will be returned to the SLB.

AMENDMENT PROCESS

The by-laws may be amended upon recommendation of the EC of the SLB followed by approval of the Superintendent of the Alvarado ISD. The Board of Trustees of the Alvarado ISD must also approve any substantial change(s) to the program.