

Administrative Regulation

No. 326(b)

Board of Trustees Douglas County School District

CERTIFICATED

ADMINISTRATIVE SICK LEAVE BANK

This Sick Leave Bank regulation applies to all site and District level administrators, all employees on the Classified Supervisory and Professional Salary Schedule, and all confidential employees.

The purpose of the Sick Leave Bank is to provide assistance to the above mentioned participants who are unable to perform the duties of their position due to long term, catastrophic illness or temporary disabilities and who have exhausted their sick leave and all other leave accumulation. Sick Leave Bank assistance is not to be used for normal pregnancy related conditions or permanent disabilities. Sick Leave Bank assistance will not be granted for dependent or immediate family illness or bereavement.

Any post-probationary administrator, classified supervisor or confidential employee who is contracted by the District and is interested in participating in the Sick Leave Bank shall complete and submit a Sick Leave Bank Participation/Authorization form to the Sick Leave Bank Committee with copies forwarded to Human Resources and Business Services.

1. Sick Leave Bank Participation/Authorization forms will only be accepted during the open enrollment period of August 1 through August 31.
2. Sick Leave Bank Participation/Authorization forms will be made available through the Human Resources Department.
3. The Committee agrees to keep written minutes of the Sick Leave Bank Committee's deliberations, such minutes to be sent to the Human Resources Department following each of those deliberations and/or meetings.

Participants shall donate and have deducted from their own sick leave account one (1) day per year for the operation of the sick leave bank. For the first year a participant chooses to become a member of the Sick Leave Bank, the initial assessment shall be three (3) sick leave days.

Whenever the total number of days in the Sick Leave Bank is less than 90, the Committee may inform the bank membership that a special assessment of one additional sick leave day per member may be made to reimburse the bank. Such assessment, if needed, to be assessed but once in a year.

When the total number of available sick days in the Sick Leave Bank exceeds 150,

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any member who has donated five (5) or more days will have their annual sick leave deductions suspended the following year. If the number of sick leave days available goes below 150, the deductions will resume for the following year.

Participants in the Sick Leave Bank shall continue their participation from year to year unless they notify the Committee in writing of their intent to withdraw.

1. A participant who withdraws from the Sick Leave Bank will not be reimbursed for the sick leave days already contributed.
2. Any participant given assistance from the Sick Leave Bank will contribute one (1) day for the next five (5) years, regardless of the total number of days in the Sick Leave Bank.
3. Only participants who have contributed to the Sick Leave Bank will be eligible to receive assistance from the sick leave bank.

The Sick Leave Bank Committee shall consist of three DCAA members, one Classified Supervisor and the Benefits Coordinator.

The Sick Leave Bank Committee shall review the participant's application, sick leave account, and usage. The committee has the right to accept or reject requests.

The Sick Leave Bank Committee shall forward its decision to the Human Resources and Business Services Offices. The decision of the Sick Leave Bank Committee is subject to approval from Human Resources.

An eligible participant approved for assistance from the Sick Leave Bank may be granted a maximum number of 30 days sick leave per year.

The term 'year' for purposes of this procedure shall be defined as the fiscal year July 1-June 30.

All participants in the Sick Leave Bank shall hold the District harmless against any and all claims, demands, grievances, or other liability that arise out of or by reasons of actions taken by the Committee in administering the Sick Leave Bank.

See Policy related to this Administrative Regulation

Reference:
Date Adopted: July 2008
Date Revised: