

Krum Independent School District



Sick Leave Bank

Policy & Membership Booklet

Krum Independent School District

Sick Leave Bank

Section I: Purpose and Definition

A. Purpose

The purpose of the Krum Independent School District Sick Leave Bank; hereafter, referred to as the Bank, is to provide additional sick leave days to members of the Bank in the event of an unexpected extended illness, non-elective surgery, or a temporary disability due to an injury; hereafter, these conditions shall be referred to as simply "illness." Days may be requested from the Bank only after the member has exhausted all accumulated state and local leave days.

B. Definition of Sick Leave days for Members

Sick leave days from the Bank are days granted to a member who, through an unexpected critical illness, non-elective surgery, injury or other temporary disability is unable to perform the duties of his/her position.

Section II: Membership

A. Eligibility

As defined in board policy DEA Legal.

"Employee" means an active, contributing member of TRS who:

- Is employed by the District;
- Is not a retiree eligible for coverage under Insurance Code Chapter 1575 (retiree group health benefits);
- Is not eligible for coverage by a group insurance plan under Insurance Code Chapter 1551 (state employee health insurance) or Chapter 1601 (state university employee health insurance); and
- Is not an individual performing personal services for the District as an independent contractor

1. Any employee who is eligible to join the Bank may do so by contributing one (1) day of accrued or anticipated local leave for two (2) consecutive years. An employee desiring to join during the current school year must be able to earn at least one (1) day 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.

2. The enrollment period for current employees and new employees hired prior to the opening of the school year shall be August 1st through September 15th.
3. All employees who join the Bank within the enrollment period are eligible for membership benefits beginning with their first official day of work.
4. All new employees employed after the enrollment period must be able to earn at least one (1) day of local leave during the current school year to be eligible for membership. New employees employed after the enrollment period are eligible to join as soon as they begin their work. Such personnel must join within thirty (30) days of beginning employment
5. Employees desiring to join the Bank shall complete the membership application form and submit it to the Business Office. The Business Manager shall verify the employment eligibility and, upon approval of the application, send it to the payroll department in the Business Office.

Section III: Regulations Concerning Contribution of Days

- A. Contributed days will be subtracted from the member's local leave record.
- B. The two (2) days donated become the property of the Bank. All donations will remain in force and cannot be returned even upon cancellation of membership. If at a later date, this individual wishes to rejoin the Bank, he or she may do so only during the enrollment period by again donating one (1) day a year for two (2) consecutive years.
- C. For Bank purposes, the school year will be from the first teacher workday of the school year until the day immediately preceding the first teacher workday of the next school year. If a member uses (2) or more days from the Bank during this period, he/she will be required to donate an additional two days the following school year in order to have continuing membership in the Bank. If the member uses fewer than two (2) days he/she will donate one (1) day to the Bank.
- D. If the Bank falls below one time (1x) the number of members, each member will be asked to contribute one (1) additional day until the bank is replenished to one time (1x) the number of members. Participants who join during the enrollment period will donate a maximum of two (2) days for the current school term.

Section IV: Regulations Concerning Granting of Days from the Bank

- A. Granting of Days from the Sick Leave Bank

1. Days from the Bank shall be granted only for illness which necessitates an absence from work of five (5) consecutive days or longer.
2. Granting of days from the Bank for preexisting conditions or complications arising from child birth may be considered by the Bank Committee on an individual basis.
3. A member may apply for days from the Bank only after being absent from work the number of days requested (*days will not be given in advance.*)
4. 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.
5. The maximum number of Bank days that may be granted to any employee during the year will be thirty (30) days with a career maximum of forty-five (45) days.
6. If a member who has received less than thirty (30) days from the Bank returns to work and then is ill again with the same or different illness, he/she may apply to the Bank for additional days, the total not to exceed thirty (30) days per year. Each separate illness applied for must meet the initial criteria of just cause.
7. A member shall only be reimbursed for the amount actually deducted from his/her salary. Reimbursement will be made only in the member's regular payroll check after the Bank Committee's approval of requested days.
8. The Bank may be used only by the individual member for his or her personal illness or that of spouse or child.
9. Sick leave days from the Bank may **NOT** be granted for a period of disability when moneys are paid to the member under the Worker's Compensation Act.
10. All unused sick leave days in the Bank at the end of the school year shall be carried over to the next school year.
11. Contributors lose the right to utilize the benefits of the Bank only by:
 - a. Termination or suspension of employment in the Krum Independence School District
 - b. Cancellation of participation by the member on the proper form at any time
 - c. Being on approved leave of absence for other reasons
 - d. Falsification of information to the Bank

- e. Use of the career maximum number of days from the Bank

Section V: Procedure for Applying for Sick Leave Days

- A. Should the member have an illness necessitating the need for additional days after accumulated state and local leave days have been used, the member may submit a request for days from the Bank.
- B. A member who requests days from the Bank must submit to the Business Manager, within thirty (30) work days after returning to duty, forms containing the following information:
 - 1. Completion of the attending physician's statement which includes:
 - a. Identification of the nature of the illness.
 - b. Date of initial onset of this particular condition.
 - c. Anticipated date eligible to return to work on a full-time or intermittent bases.
 - d. Statement from the physician that the condition required immediate attention.
 - 2. Dates of absences from work for the illness or injury and release from physician to return to work on full or intermittent bases.
 - 3. Anticipated days, if any, for follow-up examinations.
- C. Forms for the above purposes have been prepared and are available from each school principal and department head.
- D. The Bank Committee may refuse to consider an application that does not contain the required information, or is submitted in a timely manner.
- E. If a member is critically ill and unable to file an application for sick leave days from the Bank, the school principal, immediate supervisor, or department head may initiate the application form at the request of the member or someone in the member's family.

Section VI: Governing Committee

- A. Name

The governing committee, which will approve or disapprove all requests for Bank days, shall be called the Krum Independent School District Sick Leave Bank Committee;

hereafter, referred to as the Bank Committee.

B. Composition of membership on the Bank Committee

1. Members of the Bank who have been employed by the school district for at least three (3) consecutive years at the time of election may serve on the Bank Committee.
2. Membership of the Bank Committee shall be comprised of : voting members, elected by the members of the Bank.
 - a. One (1) employee representative from each school;
 - b. One (1) representative from administration (central office or campus level); and
 - c. One (1) employee from the auxiliary members.

3. Term of Office

A term for Bank Committee members shall be three (3) years. A member, if re-elected, may serve a maximum of two (2) consecutive terms beginning with the school year.

4. Election Procedure

Elections of Bank Committee members will be held during the 1st full week of instruction of the new school year.

C. Duties and Responsibilities of the Bank Committee

1. All applications for Bank days shall be reviewed individually by the Bank Committee in a called meeting.
2. A member may be requested to appear before the bank committee to substantiate his/her case.
3. The Bank Committee shall determine the number of days approved up to thirty (30) days and reserves the right to approve, deny, or modify the number of days requested.
4. A Bank member may appeal the decision of the Bank committee by writing a letter to the Business Manager requesting to appear in person before the committee.
5. The appeal decision of the Bank Committee will be final.
6. The Business Manager shall oversee the processing by the payroll department of all approved Bank days for members.

Section VII: Final Decision

Any question concerning membership, regulation, or application for sick leave days that may arise after adoption of this plan and not specifically covered herein, shall be submitted to the Bank Committee who will make a recommendation to the Superintendent of Schools for a final decision.