

Spring 2021 Krum ISD Sick Leave Bank Process: https://www.krumisd.net/apps/pages/index.jsp?uREC_ID=431624&type=d&pREC_ID=939562

Purpose: 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. Days may be requested from the Bank only after the member has exhausted all accumulated state and local leave days.



STEP 1: Membership

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.

STEP 1A: 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.
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.



STEP 2: Applying for Sick Leave Days

Should the member have an illness necessitating the need for additional days after accumulated state and local leave and other paid leave days have been used, the member may submit a request for days from the Bank



STEP 3: Submit Forms

A member who requests days from the Bank must submit forms and application to Payroll Coord., within thirty (30) work days after returning to duty.



STEP 4: Governing Committee

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 (Bank Committee)



A: Sick Leave during an Epidemic

The KISD Board of Trustees authorizes providing additional paid leave for all regular employees who are sick as a result of an epidemic and have exhausted available state, local and other paid leave days and available sick bank leave days.



B: Extension of Leave for Employee Quarantine

The KISD Board of Trustees authorizes providing additional paid leave for all regular employees who are instructed not to report to work after an **on-site exposure**, and who have exhausted all available state, local and other paid leave. The Sick Leave Bank is not applicable in a quarantine status.



STEP 5: Bank Committee Review

All applications for Bank days shall be reviewed individually by the Bank Committee in a called meeting. 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. Payroll Coord. notifies applicant of decision.



C: 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.

D: Granting of Days

Days from the Bank shall be granted only for illness which necessitates an absence from work of five (5) consecutive days or longer.
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.
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.)
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.
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.
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.
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.
The Bank may be used only by the individual member for his or her personal illness or that of spouse or child.
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.
Sick Leave Bank Days