

Sick Leave Bank

Days drawn against the sick leave bank are not intended to cover all absences which may be covered with sick leave or other provisions of Board policy. They are to be used only for unusual and unforeseen illnesses or injury of an individual member.

Any employee who is entitled to sick leave may donate one day of sick leave to this bank thereby becoming a member. If the balance in the bank drops below 100 days, member employees will be asked to donate one additional day if they wish to stay eligible for this benefit. If the total accumulated days rises above 1000, any employee who has donated one day per year for three years will no longer be asked to donate additional days, until the total accumulation drops below 100 days. The donation of days will be at the beginning of each school year.

Guidelines

1. Each participating member will be allowed to draw from the bank the same number of days that have accumulated in his or her own sick leave account on September 1 or at the beginning of the contract year up to a maximum of twenty days.
2. If a member is receiving compensation from workers' compensation or the PERA disability fund, he or she will not be eligible to receive sick leave bank days for the same period of time.
3. The sick leave bank will be used only for lengthy, confined, unforeseen illness or injury of the member. However, when an illness originally covered by the sick leave bank requires follow-up treatment(s) resulting in non-consecutive absences, sick leave bank days may be used. Sick leave bank days may not be used for elective surgery.
4. Members will apply to the superintendent and Human Resources for use of sick leave bank days. The Superintendent and HR will determine the validity of the member employee's request and determine whether the request will be denied, granted or granted in part. In making these determinations, the committee will give consideration to the following factors:
 1. Member's past conservation and fair use of leave policies.
 2. The seriousness of past and current illnesses and injuries.

3. Any unusual circumstances involved.

5. Further, in making these determinations, the committee will review information presented by member employees and may consider information available from any other source.

Members will make written application to the Superintendent and HR (through the superintendent's office) for use of the sick leave bank. A further request of letter from the attending physician stating that the individual was not able to perform the normal duties of the job may be required.

6. To become a member, an employee must donate one sick leave day irrespective of the date of hire. If the number of contributed days is less than two times the number of members as of September 3 of each year, each member shall donate one additional day. A member employee withdrawing from the sick leave bank may not withdraw contributed days.
7. If a member is receiving compensation from workers' compensation or the PERA disability fund, he or she will not be eligible to receive sick leave bank days for the same period of time. Enrollment in sick leave bank is limited to the first month of employment or between September 15 and October 1 of each year.
8. Maternity leave is not considered unforeseen; therefore, does not qualify for sick bank leave. However, complications during pregnancy that prohibit an employee from performing their normal job duties prior to the birth may be eligible for sick leave bank.
9. It is not required that accrued sick/personal leave be used prior to awarding sick bank days for an eligible illness.
10. Any sick bank days awarded and not used for the illness considered in the request shall be returned to the bank balance and not be available to the employee.
11. Lengthy and confined are defined as an illness prohibiting the employee from performing their normal duties for a period longer than five consecutive work days.
12. Sick bank days awarded can be used retro-actively to cover the first five days of the illness.

13. A member employee withdrawing from the sick leave bank may not withdraw contributed days.
14. Enrollment in the sick leave bank is limited to the first month of employment or between September 15 and October 1 of each year.

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Garfield School District No. Re-2, Rifle, Colorado