

## **TOLAR ISD SICK BANK POLICY**

**When our district's Sick Bank policy was implemented several years ago, it was not in accordance with our school board policies. This was discovered this summer during a district policy review session with a representative of the Texas Association of School Boards.**

**The revised Sick Bank Policy is in accordance with our local board policies and has been approved by the school board in DEC (local) of our board policy book. The school policy book will soon be on-line and available on our district web site.**

**Our new Sick Bank Policy DEC (local) states:**

**“The District shall establish a sick leave bank that employees may join through contribution of state personal leave.**

**Leave contributed to the bank shall be solely for the use of participating employees. An employee who is a member of the bank may request leave from the bank if the employee or a member of the employee's immediate family experience a catastrophic illness or injury, the employee has exhausted all paid leave, and the employee has been absent at least 3 days without pay.**

**If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.”**

### **Guidelines to our Sick Bank Policy:**

- 1. Membership: An employee must donate a State Personal Day each school year to the Sick Bank Pool during an enrollment period established by the school district.**
- 2. Procedures for Requesting Sick Bank Days: In order to use sick bank days the follow must occur:**
  - a. An employee must exhaust all State Sick Days and all State Personal Days.**

- b. An employee must use four (4) days of available extended sick days at ½ of the employee’s daily wages.**
  - c. The employee must be absent from duty an additional 3 work days without pay.**
  - d. The cause of the requested leave is for a catastrophic illness or injury to an employee or the employee’s immediate family.**
  - e. The employee, a member of the employee’s family, or the employee’s supervisor will need to fill out a request for use of Sick Bank Days.**
- 3. Definition of Catastrophic Illness or Injury: Board Policy DEC (local). “A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Complication resulting from pregnancy shall be treated the same as any other condition.”**
- 4. Definition of Immediate Family: Board Policy DEC (local). The term “immediate family” is defined as:**
  - a. Spouse**
  - b. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in “loco parentis”.**
  - c. Parent, stepparent, parent-in-law, or other individual who stands in “loco parentis” to the employee.**
  - d. Sibling, stepsibling, and sibling-in-law.**
  - e. Grandparent and grandchild.**
  - f. Any person residing in the employee’s household at the time of illness or death.**
- 5. Appeals: All decisions regarding the sick leave bank may be appealed in accordance with DGBA (local), beginning with the Superintendent or designee.**

- 6. Maximum Number of Sick Bank Days Per Year: An employee can not use more than 25% of the total sick bank days or a maximum of 25 days per school year.**
- 7. Review Committee: The Superintendent and building principals will review all requests for Sick Bank days and make a decision based on Tolar ISD policies.**