



Kilgore Independent School District

Voluntary Sick Leave Bank Guidelines and Procedures

SECTION I - PURPOSE AND DEFINITION

A. Purpose:

The purpose of the Sick Leave Bank (SLB) is to provide additional paid leave days for the Members of the Bank who have exhausted all available paid leave in the event of a catastrophic illness or injury of the employee or the employee's immediate family.

B. Definition of Catastrophic Illness or Injury:

A catastrophic illness or injury is a critical, severe, debilitating, and life-threatening condition or combination of conditions affecting the health of the employee or a member of the employee's immediate family that requires treatment by 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. Such conditions typically require prolonged hospitalizations or recovery that will not allow the employee to perform the essential functions of his/her job, or are expected to result in disability or death.

A severe condition or combination of conditions is:

- a medically verified, life-threatening injury or illness;
- or a medically verified, debilitating injury or illness of an extreme magnitude

Examples of illness/injuries generally considered severe enough to be catastrophic include but are not limited to:

- stroke with residual paralysis or weakness;
- severe heart attack;
- major surgery (for example, heart bypass surgery);
- cancer-related surgery or treatments;
- potentially fatal tumors; or
- amputations.

C. Definitions for Purposes of the Sick Leave Bank:

1. Bank will refer to the Kilgore ISD Sick Leave Bank (SLB).
2. Employee Committee will refer to the Kilgore ISD Sick Leave Bank Employee Committee.
3. Member will refer to a Kilgore ISD Sick Leave Bank Member.
4. KISD will refer to the Kilgore Independent School District.
5. School Year will refer to September 1 through August 31.
6. Open Enrollment will refer to July 1 through August 31. For the 2023-2024 school year, Open Enrollment will refer to September 1 through September 29.
7. Immediate Family Member will refer to the employee's (or as defined by DEC LOCAL):
 - Spouse.
 - 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*.
 - Parent, stepparent, parent-in-law, or other individual who stands in *loco parentis* to the employee.
 - Sibling, stepsibling, and sibling-in-law.
 - Grandparent and grandchild.
 - Any person residing in the employee's household at the time of illness or death.
8. Voluntary Membership - membership to the Sick Leave Bank is not a requirement of employment.

SECTION II - MEMBERSHIP

A. Eligibility:

1. All employees of Kilgore ISD, with allocated local or state leave, will be eligible for voluntary membership upon completion of the application form and contribution of the required days as specified in Bank policy.
2. The SLB program does not grant an employee any type of official leave status and consequently does not offer job protection. However, the employee may also be eligible for additional KISD benefits made available by the Family Medical Leave Act, Temporary Disability, and/or Worker's Compensation Insurance. Contact the KISD Leave and Benefits Specialist at (903) 988-3900 for more information.

B. Procedures for Joining the Sick Leave Bank:

1. Any employee who is eligible to join the Bank may do so by contributing two (2) days of accrued or anticipated local or state leave during open enrollment.
2. Application for membership must be made during the annual enrollment period and submitted for verification of the employee's eligibility.
3. An employee hired after open enrollment desiring to join during the current school year must wait until the open enrollment period of the next school year.

SECTION III - SICK LEAVE BANK REGULATIONS

A. Contribution of Days:

1. To become a Member of the Bank, an employee must contribute two (2) days from their local or state leave.
2. In the event the number of days in the Bank fall below the number of Sick Leave Bank Members, to continue enrollment, each Member will be required to contribute one (1) day of local or state personal leave for that school year.
3. Rates of contribution will be determined annually for current Members effective

July 1, but in no event will the annual contribution be less than one-half (1/2) day or more than one (1) day per year.

4. The contributed days become the permanent property of the KISD SLB and will remain in the Bank, even in the event of termination, resignation, or cancellation of membership of the employee. If the employee returns to employment with the District or wishes to become a Member again at a later date, the employee must meet eligibility requirements and join during the next open enrollment period by contributing two (2) days from their local or state leave.
5. If a Member is granted two (2) or more days from the Bank during the school year, he/she will be required to donate two (2) days the following school year whether or not they continue to enroll in the Sick Leave Bank. Two (2) local or state days will be subtracted from the employee's local or state leave balance during the Member's next year of employment.
6. A cancellation request must be submitted prior to the end of the enrollment period (August 31) if the Member does not wish to continue in the program. Members that were granted two (2) or more days from the SLB the previous year will still have two (2) local or state days subtracted from their leave balance.
7. Employees leaving or retiring from Kilgore ISD may contribute up to twenty (20) days of unused local or state leave to the Sick Leave Bank.
8. All unused leave days remaining in the Bank at the end of a school year shall be carried over to the next school year (September 1 through August 31).

B. Granting of Days:

1. In order for a KISD employee to receive leave days for a catastrophic illness or injury, they must be a Member of the Sick Leave Bank.
2. Sick leave days from the Bank will be granted only after the Member has exhausted all accumulated state, local leave days, and compensatory time.
3. SLB days will not be granted for absences to cover elective surgical, medical procedures, or pregnancy.
4. Leave from the Bank may not be used for a disability which would qualify the Member for Workman's Compensation or Administrative Leave.

5. All forms for application, request of days, and cancellation of membership in the SLB shall be available online at www.kisd.org, in the campus secretary's office as well as in the office of the Executive Director of Administrative Services. The forms shall be given to any Member upon request.
6. An employee must submit a "Request for Sick Leave Bank Day" form and the "Physician's Statement" form to the Executive Director of Administrative Services no later than thirty (30) days after exhausting accumulated state, local leave, and compensatory time.
7. The maximum number of SLB days that may be granted to a Member for personal or immediate family member's illness or injury during the year (September 1 through August 31) will be thirty (30) days.
8. The lifetime maximum number of SLB days that may be granted to a Member is ninety (90) days or as determined by the committee.
9. Members of the Bank are not necessarily entitled to any days from the Bank or a set number of days. The number of days granted, if any, will be determined by the Members of the SLB Employee Committee who will consider the number of days available in the Bank, the number of pending requests, and the nature and duration of the illness or injury.
10. Pregnancy will not be covered by the Bank. Rare complications arising from pregnancy and/or childbirth will be considered on an individual basis if it meets the definition of catastrophic illness or injury as defined in Section I.
11. Bank grants will not be authorized for the event of a critical, life-threatening, or catastrophic disability due to illness, injury, or surgery resulting from a self-inflicted injury or act of war.
12. If a request to draw upon the Bank is for reasons other than consecutive days of illness, a separate request, including a physician's statement on the required form, must be submitted for each period of illness. In the event of chemotherapy, one physician's statement will be accepted if the statement outlines the frequency and duration of the therapy.
13. All requests to draw upon the Bank must be accompanied by the appropriate physician's statement, signed by the physician, confirming actual treatment, the

cause of the illness, approximate duration of time off, and certifying the existence of a disability to perform assigned duties. The SLB Employee Committee may request verification and/or further explanation from the physician.

14. A Member's name will be removed from applications before review by the KISD Sick Leave Employee Committee. All requests for leave reviewed will be anonymous.
15. The Bank cannot grant more days than its Members have contributed.
16. If at any time an employee or their immediate family member no longer meets the eligibility requirements as defined in Section III, Subsection B, the allocated days will cease.
17. A Member will lose the right to utilize the benefits of the Bank if any one of the following applies:
 - Termination of employment or suspension of employment from KISD.
 - Cancellation of participation by the Member in writing at any time submitted to the Executive Director of Administrative Services.
 - Attempted abuse of the Bank and/or its policies
 - Not contributing required days as per Section III, Section A or refusal to continue regular contributions.

C. Applying For Days:

1. A Member may submit a request from the Bank on the required form(s) along with all required documents to the Executive Director of Administrative Services no later than thirty (30) calendar days of the first day the requested Bank benefits are needed. Forms received after the deadline will not be considered unless there are extenuating circumstances beyond the Member's control. The KISD Sick Leave Employee Committee may refuse to consider an application that does not contain the required information.
2. If a Member is critically ill and unable to file an application for sick leave days from the Bank, a district employee or family member can initiate the application form at the request of the Member or family member.

SECTION IV - GOVERNING COMMITTEE

A. Composition of the Membership of the Sick Leave Bank Employee Committee:

1. Members of the Bank who are employed by KISD may be elected to serve on the Kilgore Independent School District Sick Leave Employee Committee.
2. Membership of the Employee Committee will be elected as follows:
 - a. One (1) professional and one (1) paraprofessional representative from Kilgore Primary School, Chandler Elementary, Kilgore Intermediate School, Kilgore Middle School, and Kilgore High School.
 - b. One (1) representative from the Central Administration.
 - c. One (1) representative from the Auxiliary staff (maintenance, transportation, custodial, food service).
 - d. The Executive Director of Administrative Services will serve as Executive Officer of the SLB Employee Committee. This Member will hold a non-voting position.

B. Election Procedures:

1. Elections will be held during the month of September or early October.
2. Members of each group named above must be elected from their group.
3. Eligible Members will be placed on a ballot and be elected from their group.
4. Voting will be by ballot. The Executive Officer of the SLB Employee Committee will tabulate the ballots and a notice will be sent out to announce the new committee members and meeting dates.
5. Members assigned to more than one campus will be eligible as a representative from their "home campus".

C. Terms of Office:

1. A Member of the Committee will serve a minimum of one (1) term which is equal to two (2) years or a maximum of two (2) consecutive terms which is equal to four (4) years beginning September 1 and ending August 31.

2. A Chairperson of the Committee will be elected each school year by the committee at the first called meeting of each school year.
3. To establish continuity on the Committee, the term of office for one-half ($\frac{1}{2}$) of the SLB Employee Committee will expire on August 31 of even numbered years:
 - One professional from: KPS, KIS, and KHS
 - One paraprofessional from: Chandler, and KMS
 - One representative from: Auxiliary Staff
4. To establish continuity of the Committee, the term of office for one-half ($\frac{1}{2}$) of the SLB Employee Committee will expire on August 31 of odd numbered years:
 - One professional from: Chandler and KMS
 - One paraprofessional from: KPS, KIS, and KHS
 - One representative from: Central Administration

D. Duties and Responsibilities of the Sick Leave Bank Employee Committee:

1. All requests for Sick Leave Bank Days with the attached Physician's Statement shall be reviewed monthly by the committee. In the event there is not a request to be reviewed, the monthly meeting will be canceled.
2. The SLB Employee Committee will determine the number of Sick Leave Bank days granted.
3. A minimum of seven (7) voting Members are required to be in attendance for the Sick Leave Employee Committee to conduct business. A final vote from the majority of Members is required for approval or non-approval of a case.
4. Vacancies on the committee that arise during the school year will be filled by appointment by the Executive Officer of the SLB Committee and the appointee will be from the membership which was represented by the Member who resigned.
5. Any Member of the committee shall excuse him/herself when considering their own request or a request made by any member of his/her family.

SECTION V: FINAL DECISIONS/APPEALS

A. Notification and Appeals

1. A Member may appeal the decision of the Committee by writing a letter to the Executive Officer of the Sick Leave Bank Employee Committee indicating why the need for additional days should be granted. The Executive Officer of the Sick Leave Bank Employee Committee will present the written request to the committee at the next scheduled meeting.
2. Following an appeal, the decision of the SLB Employee Committee will be final.
3. Any questions concerning membership, regulations, or application from sick leave days that may arise after adoption of this plan and not specifically covered herein will be submitted to the Sick Leave Bank Board of Directors who will make a recommendation to the Superintendent of Kilgore Independent School District for final decision.
4. Suggestions for amendments to the KISD Sick Leave Bank Guidelines should be submitted to the Executive Officer of the Committee prior to August 1.
5. The Superintendent or designee reserves the right to cancel the Bank at any time.

Form A: *Membership Application*

Form B: *Request for Sick Leave Bank Days and Physician's Statement*

Form C: *Membership Cancellation Request*

Form D: *Employee Disposition of Days*