

October 31, 2022

To: All District Employees Earning Sick Leave

RE: Catastrophic Sick Leave Bank Open Enrollment for effective date 12/01/2022

All district employees earning sick leave are eligible to join the [Catastrophic Sick Leave Bank \(CSLB\)](#). The East Central ISD will conduct open enrollment for the Catastrophic Sick Leave Bank from October 31, 2022 through November 14, 2022. During this time, employees may enroll into the program for the first time by donating three days of accrued or anticipated state or local leave.

By enrolling into the program employees are eligible for additional sick leave pay benefits in the event of an unexpected, extended catastrophic illness or injury for themselves. Days from the CSLB shall be granted only for catastrophic illness, injury, surgery or other serious temporary disability which necessitates an absence from work for five (5) consecutive days or longer. After the initial five consecutive day period, intermittent days may qualify if all other provisions of the policy are met. Days may be requested from the CSLB only after the member has exhausted all accumulated and anticipated state/local sick leave days and compensatory time. Employees that receive vacation days must also exhaust all of those days before receiving days from the bank.

Employees who enroll in the CSLB become eligible for the Catastrophic Sick Leave Pool. The days in the pool may be used for an employee who has exhausted 45 days from the CSLB due to an illness, or injury for themselves, or for an employee's immediate family member who experiences a catastrophic illness or injury that necessitates the employee's absence from work for five consecutive days or longer, and the employee must have exhausted all available leave.

REQUEST TO JOIN DURING OPEN ENROLLMENT

- If you do not want to join, you do not have to do anything.
- If you are already a member of the CSLB and did not use any days, your membership rolls forward.
- If you would like to join for the first time, OR you are a member who previously used CSLB and have not rejoined, you must rejoin and donate additional days if you wish to continue membership.
 - Please complete the electronic [ECISD CSLB Enrollment request form here](#) no later than November 14, 2022.
 - Upon receipt of your electronic form, the Payroll Department will review your request to determine you have available leave to donate.
 - The Payroll Department will send you a confirmation regarding and approval or denial of your request within 21 days.
 - If approved, your membership will become effective December 1, 2022.

For complete information the [CSLB policy can be found on the district website](#) If you have questions about the CSLB enrollment or policy, please call the Employee Benefits Department at 648-7861.