

What – A **bank** of sick leave days (hours) consisting of donated days from district employees belonging to an employee group that has agreed to participate and to be used by other employees in need.

Purpose – To be used for self, spouse, child (or step-child or grandchild) living in the same household who is suffering from an extraordinary or severe illness, or a life threatening injury, impairment physical or mental condition which has caused the employee to take leave without pay or is likely to cause the employee to terminate his/her employment. Not intended to be used to care for parents or grandparents.

Contributors – Only employees who have accrued a balance of more than twenty-two days are allowed to transfer sick leave days into the Bank. Only days in excess of twenty-two may be donated in whole day increments. Donated days may not cause the employees balance to fall below twenty-two. All days must be given voluntarily; no employee shall be coerced, threatened, intimidated, or financially induced into donating days. Employees earning annual (vacation) leave may donate annual leave provided the donation does not cause the employee's balance to fall below ten days. Employees may not donate excess leave days that the donor would not be able to take because of an approaching date after which the leave cannot be used, i.e. sick days at retirement in excess of the maximum 180 allowed to cash out or annual (vacation) days in excess of the number allowed to carry from year to year.

Participants – No employee may use more than a lifetime maximum of one-hundred-eighty three (183) days from the bank while employed for the Ephrata School District. (Maximum of two hundred sixty-one days of shared leave during total state employment (RCW 392-126-090). An employee shall be eligible to receive shared leave under the following conditions: employed in a job in which sick leave or annual (vacation) can be used and accrued, is not eligible for time loss compensation (L& I insurance), has abided by district policies regarding the use of sick leave, has exhausted, or will exhaust, his /her annual (vacation) leave and/or sick leave. (RCW 392-126-075)

The district shall require the employee or his or her legal representative, to submit, prior to approval or disapproval, documentation from a licensed physician or other authorized health care practitioner verifying the severe or extraordinary nature and expected duration of the condition. (RCW 392-126-095).

Administration of the Bank – Each September 1, each participating employee group shall name two employees to form the Bank Administrative Committee (BAC). BAC shall be to promulgate, enforce and administer rules and procedure for the orderly and fair collection and use of the Bank days. These rules shall be subject to ratification by the School Board. Procedures shall allow employees to donate to a specific individual, or individuals, or to donate to the general pool. HOWEVER, unused days donated will not be returned to the employee donating such leave but shall remain in the general pool. BAC shall determine in each case of use of bank days that the employee's absence and use of Bank days are justified and that the employee has depleted or shall deplete his/her personal accumulated sick leave days. BAC shall solely determine the number of days granted from the Bank to each employee using the Bank days. Time donated to the Bank is specified in days. Once received into the Bank it is then converted to hours and dispensed in hours to the receiving employee. (To clarify: an eight hour a day employee donating six days equals 48 hours donated into the Bank, a four hour a day employee using six days from the bank would use 24 hours from the Bank.)

While the employee is on leave using days from the Bank he/she shall be classified as an employee and receive the same treatment in respect to salary and benefits as they would normally receive if using accumulated sick leave.

FORMATION OF BAC

The committee shall consist on two members from the Ephrata Education Association (EEA), two members from the Ephrata Classified Employees (PSE), two members from the Ephrata Administrators group and two members from the Ephrata Central Office group. The Superintendent or designee shall act as an ex-officio member of the committee and shall be responsible for calling and conducting meetings whenever the district office receives an employee request for use of Bank days.

Use of Bank Days- At such time that the district office receives an employee request for use of Bank days the Superintendent or designee shall call a BAC meeting to determine the legitimacy of the request and the amount of days granted (or denied) to the employee. If Bank days are not sufficient to cover the request

the district office shall put out a call to all employees of the need to donate days if desired. No employee shall be allowed to use days (hours) in excess of the number of days (hours) in the Bank. If a second request to use Bank days is received and approved by the committee the amount of days needed for the previous request shall be preserved and only days in excess shall be used for the second request. However, the district office shall put out a second request for the need to donate days to the Bank pool.

Employees donating days may request their days (hours) be used by a specific employee but no days shall be returned to the donator and shall become part of the pool once the receiver has no longer need of such days. Days donated to a specific employee shall only be preserved for such employee through the original request period, and in no case beyond the end of that school year.

Previous to forming the Bank on September 2000 employees specified a certain number of days to donate to an individual in need but days were not actually deducted from the donator until needed by the employee. Several such days fall into this category at the beginning of the school year 2000-01. To begin the Bank in September 2000 days that were donated previously to employees but not actually deducted from the contributors record shall be deducted and held for the employee in need until the end of the 2000-01 school year. At the end of the 2000-01 school year any and all remaining days will revert to the pool.

Each year on the first day of the school year it will be necessary for any eligible employee in need to submit or resubmit a request to use sick leave sharing days. Each year on the last calendar day before the first day of the new school year any days held in reserve for an individual shall revert to pool days to be used by anyone requesting and approved by the BAC committee use of such days. No request for sick leave sharing shall be carried over from school year to school year but shall only be granted for the remainder of that school year.