

Kyrene School District Administrator Sick Leave Bank ASLB

The Administrator Sick Leave Bank is designed to help employees during extreme and catastrophic circumstances.
These hours may help to extend months of active employee health insurance coverage in some cases.

The Administrator Sick Leave Bank (ASLB) will be maintained for all participating District administrators by the Kyrene Administrators Council (KAC). This committee will establish the guidelines and procedures for monitoring and granting Administrator Sick Leave Bank days. Participation shall be on a voluntary basis with employees who wish to participate initially contributing 16 hours (2 days) for full time administrators and 8 hours (1 day) for part time administrators of unused sick leave to the bank upon signing of the contract. Full time is defined as .75 FTE to 1.0 FTE and part-time is defined as anything under .75 FTE (Note: all references to time in this document will be computed as a full day (8 hours) for full time administrators and a half-day (4 hours) for part time administrators.) This benefit is not intended to replace salary. All references below are based on this number of days for full or part time administrators. Administrators not participating in previous years may enroll in the ASLB upon signing a contract of any succeeding year by contributing 2 days for full time administrators or 1 day for part time administrators of leave to the ASLB. When days in the bank drop below the minimum balance established, those members wishing to continue membership with the bank will be required to contribute an additional 8 hours (1 day) for full time administrators or 4 hours (.5 day) for part time administrators to the ASLB. Part time administrators that become full time will need to contribute an additional 8 hours (day) to continue in the ASLB. Unused Administrator Sick Leave Bank days will accumulate without limits and carries over into each consecutive year. An employee wishing to contribute to the ASLB shall complete and submit an Election Form available at www.kyrene.org, Departments, Talent Management, Employees, Employee Forms, Sick Leave Bank, KAC.

The following guidelines will be followed in administering this program:

1. Only those administrators contributing to the ASLB will be eligible to receive days from it.
2. Days contributed to the ASLB cannot be subsequently refunded unless the ASLB is dissolved. An administrator's rights to the ASLB are discontinued upon termination of employment or retirement. An employee who is rehired may rejoin the ASLB on a voluntary basis, by contributing 16 more hours (2 more days) of leave upon signing a contract. If the ASLB is dissolved, hours remaining in the bank will be returned to current participants on a basis prorated by their respective contributions and the number of hours remaining at that time.
3. The administrator who has contributed to the ASLB may request up to 64 hours (8 days) from the bank when the individual's entire accumulated leave (ACA and deductible absences) have been exhausted.
4. No administrator shall be eligible for the ASLB after qualifying for long-term disability coverage.
5. An administrator may receive hours from the ASLB for extreme and catastrophic circumstances. Administrator Sick Leave Bank hours will not be granted for maternity, except when complications arise from pregnancy.
6. An employee wishing to receive hours from the ASLB shall submit to the Administrator Sick Leave Bank chairperson a written request. The administrator, another family member, and/or colleague could make the request. A medical doctor or dentist's statement may be requested in order to receive hours from the ASLB. The committee also has the right to request a second medical doctor or dentist's opinion from a doctor of their choice.
7. Additional hours may be granted to an employee during extreme and catastrophic circumstances. An individual may be granted one request per school year and may appeal to the ASLB committee for one (1) additional request of up to 40 hours (5 days) during the same school year (20 hours for part time staff). The ASLB committee will determine the number of hours granted in conjunction with information from the employee and Talent Management.
8. The ASLB committee shall be comprised of one administrator who is appointed by KAC and two other members from the KAC committee. The committee will meet as needed. Decisions will be made by majority vote and will be conveyed to Talent Management and the employee in a timely manner.

9. All decisions of the ASLB committee are final.

Reviewed 8/2020

Kyrene School District Administrators Sick Leave Bank ASLB
Participation Election Form

I, (print name) _____, elect to donate **16 hours** of ACA for a .75 through 1.0 FTE or **8 hours** of ACA for a .74 or less FTE to the Administrators Sick Leave Bank. I am aware that these hours will be deducted from my current balance.

I understand that this is voluntary and I will not be able to revoke this donation. I also understand that in order to request a gift of time from the bank, I must have contributed 16 hours or 8 hours of my accrued ACA.

By signing below, I agree to the above regulations and those set forth in the Kyrene School District Administrator Sick Leave Bank Description.

_____ 16 hours (.75 FTE – 1.0 FTE)

_____ 8 hours (.74 FTE or less)

Signature Date

School/Department

Please return completed form to Talent Management/Employee Benefits.