

Sick Leave Assistance Pool Guidelines

A sick leave assistance pool (SLAP) will be maintained in order to provide additional leave assistance to those certified teachers who have used all of their accumulated leave and have experienced extraordinary circumstances requiring additional leave. The SLAP will be operated and maintained as outlined in the master agreement under Article IX: Leaves. These guidelines are to help the SLAP committee (SLAPCO) in reviewing leave requests and to help inform members of the requirements for requesting SLAP days.

1. The applicant must be a current member. New or non-participating teachers may participate in the pool by contributing one (1) day on or before September 20. If employment with the district occurs after September 20, donation of one (1) day will be required for membership within 30 days of the hire date. Donations shall be restricted to one (1) day only, unless the number of days remaining in the pool falls below four hundred (400). In that event, a call for additional days will be issued the following year. If such a call is issued, each member will be required to contribute at least one day to continue membership. Teachers owing SLAP days from the previous school year will donate two (2) days for the following school year to retain membership. In the event the teacher does not participate in the pool the following year, to regain membership in any subsequent year, they will be required to donate two (2) days to the pool.
2. The applicant must have used up accumulative paid leave before SLAP days can be granted.
3. A maximum of fifteen (15) SLAP days per contract year may be allotted to a member due to medical conditions, illness or injury to member or immediate family. **Immediate family shall be defined as the member's: spouse, children, mother, father, brother, sister, grandchildren, grandparents and same members of the spouse's family.**
4. The SLAPCO cannot grant more days than exist in the pool at a given time.
5. In the event a SLAP member or immediate family member is placed in a life-or-death situation, the committee may consider the leave as catastrophic leave. All other leaves must be exhausted prior to activation of catastrophic leave. Documentation from a medical professional will be required for catastrophic leave.
6. All applications will be given individual consideration by SLAPCO members. The number of days actually awarded an applicant will be determined by the SLAPCO.
7. Application forms may be **requested from the District Personnel Office and will be sent electronically to the requesting member. The completed application can be returned electronically, or by inter-school mail marked "Attention SLAP."**
8. The SLAPCO may ask for a statement from a licensed medical doctor, osteopath, chiropractor, or dentist, indicating the member is under his or her care or is hospitalized and that the member is unable to perform employment duties as a result of illness or disability.
9. Application for sick leave pool days must be made within the applicant's current contract year.

SLAPCO Guidelines

1. SLAPCO will be comprised of five (5) members appointed by the Association. SLAPCO members cannot serve more than three consecutive one-year terms.
2. Applications will be submitted to the Personnel Clerk at the district office. Applicant's name will be masked before sending to the committee members for review. Upon receipt of an application the SLAPCO will make a decision within TEN (10) working days. Decisions of the SLAPCO will be sent to the Personnel Clerk by email or inter-school mail. If decisions are not unanimous, the ruling will be made by majority vote. The Personnel Clerk will notify the applicant of the decision via email. If denied, the applicant may appeal to the Board of Education within 30 days of the notification. The decision of the Board of Education shall be final. The Personnel Office will keep records of the number of days in the pool, applications received, and days granted.
3. The SLAPCO will meet twice during the contract year. Other meetings will be called as needed.
4. The balance of the remaining days of the sick leave pool will be emailed to eligible participants twice per year in each building. These postings will be done by the school district's administration during the second week of October and the first week of May.

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