

# POLICY

## Warren Hills Regional Board of Education

Section: Support Staff  
4432.2. DONATED LEAVE BANK POLICY  
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### 4432.2- DONATED LEAVE BANK POLICY

A Donated Leave Bank is an arrangement that allows eligible participating employees, who have exhausted all of their sick days, personal days and vacation days to draw paid leave from a bank of days that have been donated by participating school employees in case of a “Catastrophic health condition or catastrophic injury.” “Catastrophic health condition or catastrophic injury” shall be defined as follows: A life-threatening condition(s) or life-threatening injury requiring the care of a physician who provides medical verification of the need for the employee’s extended or recurring leave of absence.

In accordance with N.J.S.A. 18A: 30-11, the donated Leave Bank shall be administered by a committee of six individuals: three appointed by the board of education and three selected by the Association(s). This committee is responsible for establishing standards and procedures for the operation of the bank. No days may be drawn from the bank unless authorized by the committee.

Any employee of the Warren Hills Regional School District may voluntarily enroll and participate in the Donated Leave Bank.

Open enrollment will occur during the months of June, July and August for use during the subsequent school year.

Upon enrollment the employee shall make an initial contribution of (2) sick days from his/her accumulated sick leave. Once contributed the sick days shall not be returned.

The employee will then be required to donate (1) additional day per year only if the bank falls below a minimum annually established number of days determined by the Leave Bank Committee. Once contributed the sick days shall not be returned. *Should*

*an employee opt out of the leave bank and then wish to re-enroll it will be considered an initial enrollment.*

In the event of a retirement, resignation, reduction in work force or termination, accumulated sick leave from the bank shall not be compensated, but shall remain credited to the bank.

Donated Leave Bank days accumulate and carry forward from year to year.

An employee may discontinue participation by notifying the Business Office, during open enrollment, in writing.

An employee initiates the request for an application to use the Donated Leave Bank by completing the request form and returning it to the Business Office with all required documentation.

All documentation will be made available to the Donated Leave Bank Committee. All information will be treated as confidential.

The Donated Leave Bank Committee will review the request and make a determination of eligibility and notify the member of the number of days approved within fourteen (14) calendar days.

An employee may be eligible for up to thirty (30) days of donated sick time upon initial request. Up to an additional thirty (30) days may be awarded, to a maximum of (60) days in any school year, per individual, and up to ninety (90) days to that individual in two consecutive school years. Secondary application requirements (for additional days) will be determined by the Donated Leave Bank Committee.

All decisions of the committee shall be final and binding and not subject to the grievance procedure, arbitration or PERC.

The Committee, in rendering a decision on the request for withdrawal from the Donated Leave Bank, will take the following factors into consideration:

1. Attendance history of the applicant
2. Previous requests and awards from the Leave Bank
3. Estimated length of illness
4. Any other meaningful factor for the Committee to make a determination

5. Employee's projected ability to return to work.

The employee must apply for donated leave days by completing the Request For Donated Leave Bank Withdrawal Form and returning it to the Business Office with the release of information form completed as well as a doctor's statement on the physician's letterhead, with signature and stamp, stating the following:

1. Applicant's name
2. Reason for absence, stating the reason for total disability
3. Estimated length of absence/return to work
4. Additional medical documentation may be required.

## Donated Sick Bank established 2013 by Board of Education Policy Standards and Procedures June 2024

As set forth in the Warren Hills Regional School District Policy 4432.2 and 3432.2 the Committee is tasked with setting Standards and Procedures and as such has set the following:

- It is understood that this bank was formed as a result of collective bargaining and shall be dissolved only through the same.
- The committee Chair will be selected from the Board of Education Committee members and said person may choose a co-chair. Once selected until resignation or non-re-election on the WHRSD board of education the chairs shall remain. The chair new chair will be selected from the Board of Education Members on the committee and if the co-chair is still on the committee they shall remain as co-chair. If the co-chair resigns then the chair will determine if a new co-chair should be selected by the standing chairperson.
- There shall be 3 BOE representative, 2 WHREA representatives and 1 Administrator Association Representative. The committee will consist of 6 members.
- The committee decisions are final and no days may be drawn from the bank unless authorized by the committee
- Open enrollment will occur during the months of June, July and August for use during the subsequent school year.
- Upon enrollment the employee shall make an initial contribution of (2) sick days from his/her accumulated sick leave. Once contributed the sick days shall not be returned
- The employee will then be required to donate (1) additional day per year only if the bank falls below a minimum annually established number of days determined by the Leave Bank Committee. The Donated Sick Leave committee shall notify the staff of the need for an additional day prior to the open enrollment period. Once contributed the sick days shall not be returned. *Should an employee opt out of the leave bank and then wish to re-enroll it will be considered an initial enrollment.*
- In the event of a retirement, resignation, reduction in work force or termination, accumulated sick leave from the bank shall not be compensated, but shall remain credited to the bank.
- Donated Leave Bank days accumulate and carry forward from year to year.

- An employee may discontinue participation by notifying the Business Office, during open enrollment, in writing. However days donated shall not be returned.
- An employee initiates the request for an application to use the Donated Leave Bank by completing the request form and returning it to the Business Office with all required documentation.
- All documentation will be made available to the Donated Leave Bank Committee. All information will be treated as confidential.
- The Donated Leave Bank Committee will review the request and make a determination of eligibility and notify the member of the number of days approved within fourteen (14) calendar days.
- An employee may be eligible for up to thirty (30) days of donated sick time upon initial request. Up to an additional thirty (30) days may be awarded, to a maximum of (60) days in any school year, per individual, and up to ninety (90) days to that individual in two consecutive school years. Secondary application requirements (for additional days) will be determined by the Donated Leave Bank Committee.
- Donated sick days are for the current school year issued. On July 1<sup>st</sup> all unused days approved and not used will be marked as encumbered. A re-application will need to be completed. The application will include but not limited to: Name, Date, Updated note with expected time of illness, injury. Please note as per the employees contract new sick, personal and vacation days are given and those days must be exhausted prior to use of donated days. As in the initial application attendance will be reviewed. The committee will determine if days unused can carry forward and if additional days may be added. The committee may also predetermine at their discretion if a reapplication is needed.
- All decisions of the committee shall be final and binding and not subject to the grievance procedure, arbitration or PERC.
- The Committee, in rendering a decision on the request for withdrawal from the Donated Leave Bank, will take the following factors into consideration:
  1. Attendance history of the applicant
  2. Previous requests and awards from the Leave Bank
  3. Estimated length of illness
  4. Any other meaningful factor for the Committee to make a determination
  5. Employee's projected ability to return to work.
- The employee must apply for donated leave days by completing the Request for Donated Leave Bank Withdrawal Form and returning it to the Business Office with the

release of information form completed as well as a doctor's statement on the physician's letterhead, with signature and stamp, stating the following:

1. Applicant's name
  2. Reason for absence, stating the reason for total disability
  3. Estimated length of absence/return to work
  4. Additional medical documentation may be required.
- Failure to supply all requested documentation will result in a denial
  - The committee may accept an application for non catastrophic illness or injury if the injury cannot be addressed during non instructional times within the school year; an illness may fall under the same parameters.
  - Should an employee be approved the chair shall notify the Superintendent for his awareness only.
  - No application submitted will be discussed with the Superintendent or any Administrator of staff member until a decision has been rendered by the committee.
  - ALL applications and the information provided shall be kept confidential indefinitely
  - The committee is a stand alone committee and shall not be governed by the Board of Education, Superintendent, Business Administrator, or any Associations active in the Warren Hills Regional School District
  - The committee will periodically review all paperwork to ensure nothing need to be added and are in no violation of any new laws
  - Any change in law that may affect the bank will brought to the attention of the Warren Hills Regional Board of Education so they may ensure compliance with NJ State Statutes, Laws and Regulation
  - The committee will not discriminate as per the law
  - The committee at its discretion review and amend and or update the Standards and Procedures set forth