

7. Employment elsewhere during the period for which the employee has received a grant from the Sick Leave Bank,
8. Failure to apply for Disability Retirement if such conditions are met and the doctor has given reasonable assurance that the employee will not be able to return to employment,
9. Any fraudulent or deceptive use of the Rules of the Sick Leave Bank.

PROCEDURES FOR
JOINING THE SICK
LEAVE BANK

In order to participate in the sick leave bank, the following conditions must be met:

1. Any employee who is eligible to join the sick leave bank may do so by contributing one day of earned local leave and must submit the annual membership application every school year, during open enrollment.
2. The enrollment period for current employees will be in conjunction with the open enrollment period for health insurance.
3. All personnel who join the bank within the enrollment period shall be eligible for membership beginning with their first official day of work.
4. New personnel employed after the enrollment period shall be eligible to join as soon as they begin work. Such personnel must join within 30 days of beginning employment.
5. Employees desiring to join the bank shall complete the membership application form during the open enrollment for health insurance and submit it to the personnel office.

PROCEDURES
CONCERNING
CONTRIBUTION OF
DAYS

Contributed days shall be subtracted from the member's earned local leave record. The donated days shall become the property of the District sick leave bank. All donations shall remain in force and shall not be returned, even upon cancellation of membership.

For purposes of the sick leave bank, the school year shall be July 1 through June 30.

Personnel who terminate their employment with the District shall forfeit membership in the bank at the effective date of termination. If an employee wishes to regain membership in the bank upon his or her return to the District, one day must again be donated.

PROCEDURES
CONCERNING
GRANTING OF SICK
LEAVE DAYS FROM
THE BANK

Sick leave days from the bank shall be available only in the event of a catastrophic illness or injury. Catastrophic illness is defined as that of a serious nature, not a mere passing disorder temporary ailment, requiring treatment by a physician and hospital admittance. Although some degree of permanency is usually involved, the disease need not necessarily be incurable or permanent. Examples of illnesses which qualify for the benefits of the program include, but are not limited to: cancer, heart disease, multiple sclerosis, stroke, and muscular dystrophy. In order to qualify for the benefits of the program a catastrophic illness or injury must result in the employee's temporary or permanent incapacity to perform his/her job functions for an extended period of time.

Pregnancy and delivery will not be considered a catastrophic illness covered under this Sick Leave Bank except when unusual complications occur.

Leave from the Bank may not be used for permanent disabilities or disabilities which qualify the member for Worker's Compensation benefits.

Sick leave days from the bank shall be granted only after the member has exhausted all accumulated vacation, state and local earned leave days.

The maximum number of sick leave bank days that may be granted to an employee during the sick leave bank year shall be 25 days per school year July 1 through June 30.

If a member who has received less than 25 days from the sick leave bank returns to work and then is ill again with the same or a different illness, he or she may apply to the sick leave bank for additional days as needed, with the total not exceeding 25 days per sick leave bank year. Each separate illness applied for must meet the initial criteria and must be approved by the committee. The employee will not be entitled to receive no more than 25 days per the sick leave bank year for all illnesses within that year.

A member shall only be reimbursed for the number of days actually docked. Reimbursement will only be made in the member's regular payroll check after the Committee's approval of requested days.

If a Bank member does not use all of the days granted from the Bank, the unused days shall be returned to the sick leave Bank.

All unused sick leave days in the bank at the end of the school year shall be carried over to the next school year.

If occasion should arise when the Sick Leave Bank is exhausted, no applications shall be considered until the following year.

**PROCEDURES FOR
REQUESTING SICK
LEAVE BANK DAYS**

A member who requests days from the bank must submit to the sick leave bank committee a doctor's certification and a Protected Health Information Form.

Forms for the above purposes are available from the benefits office. The committee may refuse to consider an application that does not contain the required information. Requests must be submitted within 30 days after exhausting accumulated earned vacation, state and local sick leave days.

If a member is critically ill and unable to file an application for sick leave days from the bank, the school principal, immediate supervisor, or department head may initiate the application form at the request of family.

**GOVERNING
COMMITTEE**

The governing committee, which shall approve or disapprove all requests for sick leave bank days shall be called the "South San Antonio ISD Sick Leave Bank Governing Committee."

The Sick Leave Bank will be administrated by a five-member committee selected by the Superintendent or his designee from each classification of employment.

The Payroll Department shall provide the Sick Leave Bank Committee, upon request, any data it has maintained in its files with regarding to a Sick Leave Bank.

Recommended changes to the Program and its rules and procedures may be made by a majority vote of the Sick Leave Bank Committee to the Superintendent or his designee. Any changes made in the rules of the program must be submitted to the Superintendent or his designee for approval.

The Sick Leave Bank Committee shall report the status of the Sick Leave Bank at any time upon the request of the Superintendent.

The payroll and human resource offices shall provide information to the Sick Leave Bank Committee upon request for any data maintained in their files regarding an applicant's joining or using the Sick Leave Bank after written release by the employee.

The Chairperson will submit an annual report to the Superintendent or his designee by July 1st of each school year. The Superintendent will present the information at the next consultation meeting.

SICK LEAVE POOL

An employee who has exhausted all available earned leave and exhausted leave granted by the Sick Leave Bank and who continues to suffer from a catastrophic illness or injury may request the establishment of a sick leave pool, to which District employees may donate only local leave for use by the eligible employee. If the Sick Leave Bank Committee denies the request for leave, or the employee is not a member of the Sick Leave Bank, they will not be eligible to set up a sick leave pool.

If the employee is unable to establish the request, a member of the employee's family or the employee's supervisor may set up the request to establish a sick leave pool.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested or has used the maximum days allotted for the school year (ten days).

Procedures to request the establishment of sick leave pool:

1. If an employee wants to establish a sick leave pool, it will be the responsibility of the employee to:
 - A. Send out an email to all full time employees in the district to see if they would be interested in donating one (1) earned local leave day.
 - B. Collect the emails and forward them to the Payroll Department. Once the forms are collected, payroll when then determine who is truly eligible to donate. The donated days will be applied to the next payroll cycle.
 - C. Once the maximum number of days have been collected, they will stop accepting the emails and will notify the employee that they do not need to