



Administrative Regulations

South San Antonio Independent School District

D – Leaves and Absences	DEC
Page 1 of 4	
Sick Leave Bank - 2023	

Establishment of Sick Leave Bank

Beginning with the 2016-2017 school year, all full-time employees are eligible to be a member of the sick leave bank. If the sick leave bank falls below 100 available days, administration will be required to ask full-time employees to re-join the sick leave bank.

Eligible employees who do not elect to join the Sick Leave Bank at the first opportunity afforded to them, shall not be permitted to join the Sick Leave Bank until subsequent annual open enrollment period.

The rate of the contribution for future years shall be determined by the Superintendent in consultation with the Sick Leave Bank Governing Committee announced prior to the acceptance of contributions each year.

A minimum of 100 employees must elect to become members of the Sick Leave Bank during the first enrollment period. A minimum of the sick leave bank during the first enrollment period. A minimum of 50 members are required to sustain the Sick Leave Bank in subsequent years. The Bank will dissolve if membership falls below this number. If dissolved, all current members will have access to accumulated days until the balance is depleted.

Membership Eligibility

All personnel eligible for local sick leave shall be eligible for membership. Anyone who joins the Sick Leave Bank with a pre-existing diagnosed condition or illness for which they have received treatment within the last ninety (90) days, will not be allowed to utilize the Sick Leave Bank resulting from or related to that specific condition until the member has remained ninety (90) days treatment-free or one full year (365 days) in the Sick Leave Bank.

For the purposes of this section, “treatment” shall mean any period of hospitalization, doctor’s treatment, clinic treatment, surgery, diagnosed procedures or prescription.

Termination of Membership:

1. Termination of employment with the South San Antonio Independent School District;
2. Suspension without pay during the period of suspension;



Administrative Regulations

South San Antonio Independent School District

3. A member's voluntary cancellation of his/her membership in the Sick Leave Bank, as of the effective date of cancellation;
4. A member's failure to comply with the proper documentation required for annual enrollment by the last day of the enrollment period;
5. A member's written authorization to discontinue annual contribution of sick leave day(s), as of the date the contribution becomes due;
6. Failure to apply for Worker's Compensation for any occupational condition, ailment or injury arising out of and in the course of employment;
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 bank may do so by contributing one day of earned local leave and must submit the annual membership application every school year.
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 shall join within the first 30 days of beginning employment.
5. Employees desiring to join the Sick Leave Bank shall complete the membership application form during the open enrollment for health insurance and submit it to the Human Resources 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's 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.



Administrative Regulations

South San Antonio Independent School District

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

Governing Committee

The governing committee shall be called the **South San Antonio ISD Sick Leave Bank Governing Committee**. It shall be a five-member committee selected by the Superintendent or designee made up of each classification group of employees (auxiliary, paraprofessional, professional). The governing committee shall consider all requests for Sick Leave Bank days.

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

Leave from the Sick Leave 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.



Administrative Regulations

South San Antonio Independent School District

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 Sick Leave Bank member does not use all of the days granted from the Sick Leave Bank, the used days shall be returned to the Sick Leave Bank.

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

If the Sick Leave Bank is exhausted, no applications will be considered until there are days available the following school year.

Procedures for Requesting Sick Leave Bank Days

A member who requests days from the Sick Leave Bank must submit the following to the Sick Leave Bank Committee:

1. A doctor's certification
2. Protected Health Information form

Forms are available from the Human Resources office (Benefits) and in EXHIBIT A and B in this Regulation. If the application does not contain the required information, the committee may deny the request. Requests must be submitted within 30 days after exhausting all accumulated earned leave.

If a member is critically ill and not able to file an application within the required timeline, the immediate supervisor, principal or department head may initiate the application form at the request of the family.