GUIDELINES FOR SICK-LEAVE BANK OF CROSBY INDEPENDENT SCHOOL DISTRICT

(These guidelines were reviewed and approved by a representative employee group on December 13, 1990. Revised on 1-15-91, 2-19-91, 1-26-93, 2-8-94, 5-24-94, 5-16-94, 5-16-95, 10-14-97, 6-4-98, 4-10-01, 5-8-01, 4-30-02, 6-5-03, 5-11-05, 5-1-08, 9-22-09, 8-1-10, 9-22-10, 9-1-11 and April 4, 2012. (Latest revisions are underlined.)

I. STATEMENT OF INTENT

The Crosby ISD Employee Sick-Leave Bank (SLB) will provide additional local sick days for employees, their spouses and children in the event of life-threatening, catastrophic illness, and / or emergency surgery. The following are some examples of exclusions that will not be covered by the bank: well pregnancy, well newborn baby, elective surgery, non-emergency surgery, substance abuse, and psychological treatment. The maximum number of days that will be given for a life-threatening hysterectomy is 15 days. Employees who are members and meet the criteria established by the Sick-Leave Bank Review Board may request the process, governed by an employee board.

II. MEMBERSHIP

A. Eligibility of membership

Any employee of the Crosby I.S.D. who is eligible for sick-leave benefits shall be eligible to voluntarily become a member of the SLB by donating one or more of their sick-leave days to the bank during a designated period each year.

B. Procedures for joining the Sick-Leave Bank

1. The enrollment period for the 1990-91 school year shall be twenty working days (four weeks) from the date of adoption of the concept.

2. During subsequent years, the enrollment period shall be from August 15 to September 30 of each year. Any employee hired after September 30 of each year shall be given thirty calendar days to join the SLB.

3. All employees of CISD shall complete a form either joining or electing not to join the SLB. This form shall be on file in the Director of Administrative Services' office.

C. Regulations concerning contribution of days

1. To become a member of the SLB, an employee must contribute two (2) days from their accrued local or state sick-leave.

2. Days donated to the SLB become the property of the SLB and are subtracted from the local or state sick-leave days of each donating employee.

3. The bank will always contain a minimum of two hundred fifty (250) days. When the number of days fall below the minimum, the bank will close at the end of the school year. The next school year prior members of the bank will be required to rejoin to retain membership by contributing one-half (1/2 or .5) local or state sick-leave day “each” consecutive year until the bank balance has reached a total of 1,000 days. A minimum of 225 members must be enrolled in order to establish a new bank.

4. In the event the balance of days in the Bank exceeds 1,000 days at the beginning of any school year, the one-half (1/2 or .5) day contribution to the bank will be deferred for that school year or until such a time during the year the balance on hand in the bank falls below 250 days, except for employees joining for the first time (see IIC1 above).

5. Personnel who terminate employment with the district shall forfeit membership in the bank at the date of termination. Days donated become the property of the bank. Anyone who was granted a Leave of Absence from the district and returns in the allotted time shall be reinstated as a member of the SLB without donating an additional two days.

6. If the employee wishes to regain membership in the bank upon return to district employment, he / she will be treated as a new employee.

7. During the 1990-91 school year, employees may contribute up to two additional days to the SLB from May 1 – May 31, 1991.

8. If an employee is granted days from the bank in a given year, he/she must contribute two (2) days the following year to remain a member in the SLB. If a member has been granted days from the bank in the same year that the minimum number of days in the bank falls below 250 requiring the members to rejoin by contributing one-half (1/2 or .5) day then the member will be required to meet both requirements. Therefore, the member will be required to donate two and one-half (2 ½ or 2.5) local sick-leave days. This requirement must be met whether the member applies for membership the following year or in future years.

D. Granting of sick days

1. Days may be granted only after the member has exhausted all accumulated state and local sick-leave days. Vacation days for full-time employees are NOT affected by the granting of days from the bank.

2. Bank days may be used by employees for sickness or injury occurring to the employee, their spouse and/or children.

3. An employee is eligible to use a maximum of thirty (30) days during any calendar year beginning each year on August 1. An employee may be granted up to fifteen (15) days per occurrence per calendar year involving a spouse or child for the maximum of 30 days. If an occurrence takes place in a period of time including August 1, it is considered to be a continuous part of the previous year.

4. No days may be granted without approval of a quorum of the SLB Review Board.

5. The SLB Review Board will submit to the business office the approved request. Reimbursement will be made in the member's next regular payroll period.

6. A member may not apply for SLB benefits in advance.

7. SLB days may only be granted for working days and will not be granted for holidays or other such days for which the member would normally not be paid.

8. SLB days may not be granted while an employee is receiving Workmen's Compensation benefits.

9. Application to the SLB Review Board must be made on the official form provided and will normally be initiated by the member requesting the days. When the member is unable to request the days, another CISD member may initiate the request.

10. Applications must be accompanied by a physician's statement to be considered by the Review Board. The physician's statement must be mailed to the board by the physician or faxed from the physician's office.

11. A member should not apply to use less than a minimum five (5) consecutive days from the SLB. Requests for less than five (5) days will be considered by the board for catastrophic illnesses.

12. All paper work must be completed and turned in within 30 days of release date. After 30 days any requests for days will be denied.

E. Ineligibility for benefits

An employee loses the right to utilize the benefits of the SLB by –

1. Termination of employment with the district or suspension without pay.

2. Cancellation of participation made by the employee on the proper form.

3. Choosing not to contribute days as required in the SLB plan.

F. Questions not covered in policies

Any questions concerning the SLB not covered by the official "Sick-Leave Bank Guidelines" shall be submitted to the Review Board who will make a recommendation to the Director of Administrative Services for administrative approval. No decision may be in conflict with any applicable law or CISD Board Policy.

III. GOVERNANCE OF THE SICK-LEAVE BANK

The governing committee shall be called the Crosby Independent School District Sick-Leave Bank Review Board. It will commonly be referred to as the "Review Board."

A. Composition and duties of the Review Board

1. The Review Board shall be the governing body for the SLB.

2. The Review Board shall be made up of an elected representative from each campus, plus a representative from maintenance, transportation, food service, administrative offices, and custodians. This is a total of twelve (12) members.

3. A quorum shall be constituted when five (5) members out of the twelve member board are present at a meeting.

4. In order to be eligible to serve on the Review Board, each member must be employed by CISD and be a member of the SLB.

5. Each member will be elected for a two-year term. During the first year of operation, lots will be drawn and half of the membership of the Review Board will serve a one-year term and half will serve a two-year term in order to establish continuity. Terms of office will run from January 1 to December 31.

6. A member may serve no more than two consecutive elected terms.

7. The Review Board at its first meeting will elect a president and a vice-president. The officers will chair all meetings and work with the Director of Administrative Services in administering the SLB process. Elections for officer will be held as needed.

8. A meeting of the Review Board shall be called to consider each application for days under the SLB process. The president or vice-president may call the meeting. <u>When a situation warrants, votes will be cast by email for granting of days. This will be at the discretion of the ex-officio member.</u>

9. The Director of Administrative Services shall serve as an ex-officio member of the Review Board in order to provide technical assistance with the Personnel Office and Payroll Office.

10. All applications shall be reviewed individually by the SLB Review Board. The Board shall adopt official forms to be used by members in all aspects of the SLB process.

11. The Review Board shall determine the number of days approved and may modify the member's request for days.

12. A member or their representative may be asked to appear before the Review Board if further information is needed in order to reach a determination. The Review Board may request further information and / or documentation from the applicant in order to make a decision.

13. All meetings of the Review Board shall be confidential.

14. Review Board decisions are final and not subject to appeal to any other person or body. An applicant may ask the Review Board to reconsider its decision if they have further pertinent information to present.