

Support Staff Sick Leave Bank

Any classified personnel of the District afforded sick leave benefits may become a member of the Sick Leave Bank ("Bank"). The following rules apply: to the Bank:

1. The Bank will be administered by the Superintendent of Schools and one classified staff member designated by the superintendent.
2. Employees may become members of the Bank by donating at least one (1) sick leave day to the Bank. New employees may join the Bank during their first thirty (30) days of employment. All other employees may join by September 1 of any year.
3. Sick leave days will be donated by all Bank members on September 1 of each year. Each member shall donate one (1) and may donate up to five (5) days of sick leave each year. If the Bank has built up to sixty (60) days, then only new members who have not before contributed will be required to donate days to the Bank. Any member wishing to discontinue participating in the Sick Bank must notify the District Office in writing by September 1.
4. Once sick leave days are donated to the Bank they are no longer available for individual use.
5. The Bank may build up to a maximum of 150 days. Once the Bank has built up to sixty (60) days, at the beginning of the school year, it may then only add days to its account donated by new members in order to join the Bank.
6. Any time the Bank has less than forty-five (45) days in its account, additional days may be solicited from all eligible members at the request and discretion of the Committee.
7. District Office personnel will maintain all necessary accounting and paperwork for the Bank.
8. Any member who is an eligible member of the Bank may request days from the bank by submitting a written application to the Superintendent. Forms may be obtained from the human resources office. Applications will not be considered unless the following conditions are met:
 - a. The applicant is a member in good standing of the Bank.
 - b. The applicant must have used all of his or her accumulated sick leave days/ personal days and vacation days.
 - c. The applicant is not receiving compensation from the state Worker's Compensation Fund, the PERA disability fund or the income protection insurance provided by the District for the illness or injury that is the basis of the request.
 - d. The applicant is not requesting more than twenty (20) days emergency sick leave in one year. (One year in this instance is defined from July 1 through June 30).
 - e. The request is for a serious illness or injury of the applicant or an immediate family member. An immediate family member is a spouse, child, or the parent or parent-in-law of the applicant. Unless the illness or injury is to one of the two members, two Bank members may not apply for the same illness or injury.
 - f. The application is accompanied by a letter from the applicant's or applicant's immediate family member's attending physician explaining the illness or injury. The Sick Leave Bank Committee may also require, at its discretion, that the applicant attend an independent medical examination at the District's expense.
 - g. The Superintendent and his designee will review the request within a reasonable time after receiving the application and determine whether to approve or deny the request.

10. The Superintendent and his designee has discretion to approve or deny any application. In making its decision to approve or deny an application, the Superintendent and his designee may consider all factors it deems relevant. The Superintendent and his designee may consider factors not included in the application, and may request further information from the applicant. The Superintendent and his designee may consider, but shall not be limited to, the seriousness of the illness or injury, the applicant's prior use of sick leave and all other employee leave, any information showing or tending to show prior misuse of sick leave or other employee leave, and the applicant's prior applications to the Bank.
11. The Superintendent and his designee has discretion to determine if an illness or injury is serious. In making its determination, the Committee may consider factors such as the recovery period; gravity of illness or injury; in the case of an immediate family member, the need for care; and any other relevant factor. As an example, the Committee would likely find recovery from major surgery to be a serious illness, but would not likely find a case of influenza for one or two days to be a serious illness.
12. If the application is approved by the Superintendent and his designee, the District shall provide the needed days up to twenty (20) to the employee from the sick leave bank.
13. The Superintendent shall notify the applicant of the determination made within seven days of the decision.
14. If the application is denied by the Superintendent and his designee, the decision may be appealed to the Board of Education within thirty (30) days of notification to the employee by the Committee that the request has been denied.
15. In reviewing appeals of decisions of the Committee, the Board of Education may only consider the employee's application and any factors considered by the Superintendent and his designee. The Board of Education may only overturn a decision of the Superintendent and his designee if it finds the Committee's decision was arbitrary or capricious.
16. Decisions of the Board of Education shall be final and binding and not subject to further review through the grievance procedure or by any other tribunal.

Approved April 28, 1995

Revised July 22, 2003

October 23, 2007