

Policy GCCAAA Sick Leave Bank

Issued 3/18

A Sick Leave Bank (Bank) for catastrophic illness and/or injury for active, full-time eligible employees will be established and administered in accordance with the procedures set forth below. The bank may provide extended sick leave to an employee for catastrophic illness, injury, or incapacitation sufficiently severe to self so that regular attendance at work is inadvisable and/or impossible.

Definitions

Catastrophic illness and/or injury is defined as a severe, doctor-certified, long-term health related condition of an employee, which requires the services of a licensed medical professional over a prolonged period of time and results in an extended absence for treatment or recovery. It may also be defined as an illness or condition which extends over 30 or more consecutive working days.

A member of the bank must be an active, full-time, benefits-eligible employee who agrees, in writing, to contribute one earned sick leave day upon admission to the bank and agrees to contribute subsequently when deemed necessary by the bank committee.

An open enrollment shall occur from July 1 through September 1 of each school year or within the first 30 days on the job for a new employee.

Working day is Monday through Friday, excluding holidays.

Rules

All active, full-time, benefits-eligible employees of the district are eligible to participate in the bank. Participation is strictly voluntary.

Bank members may be granted leave from the bank only after all their available paid sick leave and/or vacation leave has been exhausted and upon approval of the bank committee. The maximum number of bank days that can be granted in any school year is 30 days. The maximum number of bank days awarded to an employee during his/her employment with the district will be 90 days.

Members utilizing leave days from the bank will not be allowed to be employed in any other capacity. Members shall not be entitled to accumulate sick leave while drawing leave from the bank.

Members utilizing days from the bank will not have to replace these days except as a regular contributing member to the bank. All unused days in the bank at the end of the school year shall be carried over by the bank to the next school year.

A member's right to utilize the benefits of the bank may only be canceled for the following reasons:

- separation from employment with the district
- failure to make the required membership contribution during the specified open enrollment periods
- refusal or failure to make such additional contribution as may be required to prevent bankruptcy of the bank
- falsifying documents submitted to the bank committee upon which a decision is/was considered

Bank leave may not be used for the following:

- normal pregnancy and/or pre-or post-natal care

- workers' compensation eligibility for indemnity temporary/impairment income benefits.

Membership Procedures

Employees wishing to become members of the bank must complete a membership application, which authorizes the deduction of one day of sick leave for the bank during the open enrollment period and authorizes the deduction of one day of sick leave subsequently whenever deemed necessary by the bank committee. Once a member of the bank, the employee will remain a member except when membership is cancelled as set forth above or the employee advises the bank committee in writing that he/she no longer wishes to be a participating member of the bank. Employees may not reclaim day(s) contributed to the bank when leaving bank membership.

Process

Members wishing to draw upon leave from the Bank must complete an application for bank days. Application forms for bank days must be completed properly and submitted to the director of human resources no later than five days after the employee's last day of paid sick or vacation leave.

This application must be accompanied by a physician's statement confirming the nature and expected duration of the illness or injury. If days requested are not consecutive, an explanation by the physician must be provided. After the initial statement, physician's statements on the status of the illness will be required at 30-day intervals for as long as the member continues to use bank days.

If the member is incapacitated, his/her application may be submitted to the bank committee by a family member or a legal designee.

After verifying eligibility, the director of human resources will forward the application to the bank committee for review and consideration. The bank committee shall meet within 10 working days after receiving the application to vote to approve or deny the request. All decisions of the bank committee will be communicated in writing.

The bank committee may request confirming information on the need for bank days at any time. As appropriate, the bank committee may request a second opinion of the employee's condition at the employee's expense.

Bank Committee Organization

The administration of the bank will be under the direction of the bank committee appointed by the director of human resources, and a bank chairperson will be elected from the members of the bank committee at its first meeting of each school year. The bank committee will consist of nine members with representation from both certified and classified personnel. The bank committee will maintain an odd-numbered membership. Bank committee members shall serve a term of two years, and terms shall be staggered. At the Bank's inception, two members will serve one year terms and two members will serve three year terms in order to ensure bank committee continuity. All bank committee members will be informed of the need to, and agree to, keep all information learned from their service on the bank committee confidential.

The bank committee will consist of the following members:

- five teachers
- one secretary or clerical staff member
- one custodial, maintenance, transportation, or food services staff member
- one school support staff member

- one district office support staff member

At least a quorum of the bank committee members must be present at any meeting where a decision to grant leave from the bank is made. A majority of the members present must vote in favor of the motion in order for it to carry. The director of human resources and director of finance will serve as ex officio and non-voting members of the bank committee.

Appeals Process

Should an employee disagree with the bank committee's decision, he/she may submit a written appeal and other information to the bank committee chairperson within five work days of the bank committee's initial decision.

The bank committee will review the information and make a final decision concerning the employee's initial request within a reasonable period of time. Decisions of the bank committee are final.

Annual Report

The Bank Committee will be responsible for providing an annual report to the membership and the superintendent. This report will include the number of requests, requests approved/disapproved, and the number of days remaining in the bank.

Exhaustion of Bank Days

In the event the bank days drops below 300 days, the bank committee may require all current bank members to contribute an additional day in order to maintain their membership in the bank. Bank members will be notified of the need for the leave contribution and given the opportunity to indicate their intent to continue membership or withdrawal from the bank.

Adopted 3/13/18

School District of Fairfield County
