



Title: **Sick Leave**

Code: 134

Book: Policy Manual

Section: 100 Programs

Purpose

The Central Greene School District, along with its employees, shall establish a Sick Leave Donation Plan, herein after called the "Plan." The Plan shall be administered by a Sick Leave Donation Plan Board, which shall consist of no fewer than nine (9) members including four (4) representatives from each of the two bargaining units, and the Superintendent or designee representing the administration and supervisory staff. If practical, each building in the district should have representation on the Plan Board. The decisions made by the Sick Leave Donation Plan Board concerning membership, eligibility, application for and the use of the donated sick days are final and are not subject to the grievance procedure of any collective bargaining agreement or redress under the School Laws of Pennsylvania.

Guidelines

Membership

1. Any full-time employee of the Central Greene School District may become a participating member of the Plan by contributing a minimum of one (1) day or up to three (3) days of his/her accumulated sick days to the Plan or his/her first day of employment and/or during each contribution period. Any part-time employee of the Central Greene School District may become a participating member of the

Plan by contributing to the Plan on his/her first day of employment and/or during each contribution period a minimum of one (1) day or up to three (3) days of his/her accumulated sick days, with said day consisting of the number of hours the employee normally works. The Plan Board will establish contribution periods as the need arises, and all employees will be notified of the contribution period time frame. Participation in the Plan is on a voluntary basis, with the donated day being subtracted from the employee's accumulated total sick days.

2. If a participating member has no accumulated sick days, s/he may donate one (1) day from the amount of sick days to be received for the next school year, however, it is understood that the donated sick day(s) is/are lost and is/are not eligible for any reimbursement which may be addressed in the collective bargaining agreements.
3. It is understood that when a participating member donates a day to the Plan, that day becomes a component of a common pool of days which may be used by an eligible participating member, regardless of whether s/he is a professional, non-instructional, supervisory or administrative employee. The day, once given, will not be returned to the contributing member at any time or for any purpose.
4. In order to maintain membership in the Plan, any employee who joined the Plan as a part-time employee and, by action of the School Board, subsequently becomes a full-time employee, must contribute additional hours to the Plan in an amount to make his/her total contribution equal to one (1) day.
5. Any employee, upon retirement, may contribute an unlimited number of unused sick days to the Plan. Once contributed, the days are no longer eligible for any type of reimbursement that may be provided for in the collective

bargaining agreement.

6. The Secretary of the Plan Board will be responsible for preparing and maintaining all applicable records for the operation of the Plan, with the exception of initiating, receiving and disbursing completed applications for the use of sick days which will be the responsibility of the district Business Manager. The district Business Manager will also provide the Secretary of the Plan Board with a current listing of participating members so that donated/used days can be included in the accumulated sick leave record of the Plan.

Eligibility for Use of Plan

1. To be eligible to draw from the Plan, an employee must:
 - a. Be a current participating member of the Plan.
 - b. Be suffering from a serious, long-term illness or disability which prohibits him/her from performing regular duties.
 - c. Have exhausted all paid benefit days, including but not limited to, personal days, sick days, vacation days, emergency days, and holidays, accumulated or otherwise.
 - d. Have experienced ten (10) consecutive work days without pay.
2. Any participating employee on bereavement leave, maternity leave, or any leave of absence including the Family Medical Leave Act, except one due to the employees' own serious health condition (see Board policy numbers 335, 435, 535), or who is receiving Workman's Compensation benefits due to a work-related illness or injury is not eligible to obtain or use donated sick days from the Plan.[1][2][3]

Application Procedure

1. Application for the use of sick days from the Plan must be made in writing by the participating employee. The completed application must be sent to the district Business Manager who will forward a copy to the Secretary of the Sick Leave Donation Plan Board.
2. The request shall be accompanied by a physician's report describing the illness or disability, estimated time of recovery, and attesting to the employee's inability to perform his/her regularly scheduled duties.
3. The Plan Board shall respond to the application within five (5) work days following receipt of the request.

Use of Plan Sick Days

1. Sick Leave Donation Plan days can be used on regularly scheduled work days only, as determined by the participating employee's schedule. A participating employee may, however, request that a portion of the salary payment be withheld to provide summer payments to the employee.
2. There shall be no limit to the number of times a participating employee may apply for the use of Plan days; however, the employee will not be permitted to use more than a total of forty-five (45) days in any one (1) year. For the purpose of this plan, a year commences on July 1st and ends on June 30th of the following year.
3. Plan days may not be used retroactively by a participating employee for unpaid sick days used prior to the application date or for the purpose of being paid for the ten (10) days s/he must experience without pay to become eligible for participation in the Plan.

4. Plan days used by a participating employee shall be paid at the full salary of the employee using the days, or in the case of a part-time employee, s/he will be paid for the number of hours normally worked in a day by that employee.
5. If the employee using days from the Plan desires to maintain participation in the district insurance programs, payment for district insurance program premiums are the responsibility of the participating employee while the employee is using the Plan days. The premiums will be based on the group rates then in effect.
6. It shall be the responsibility of the district Business Manager to notify the Secretary of the Donation Plan Board when a participating employee is utilizing the Plan for recordkeeping purposes.

Miscellany

1. The Central Greene Education Association, the Central Green School Service Personnel Association and all other employees participating in the Plan agree to indemnify, save and hold harmless the Central Greene School District or its agents and/or the Sick Leave Donation Plan Board from any and all claims, demands, suits or other forms of liability at law equity, including legal fees and costs, which may arise out of or by reason of the application or use of the Plan, and any errors of procedure related thereto.
2. Consistent with the collective bargaining agreement with the Central Greene Education Association and the understanding with the Central Green Educational Support Personnel Association, it is agreed this is a separate document and is not part of any collective bargaining agreement between the parties.

Adopted: **October 21, 1986**

Last Revised: **July 16, 2013**

Legal References:

- 1. Pol. 335
 - 2. Pol. 435
 - 3. Pol. 535
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