

Policy - 5325

Personnel

Sick Leave Bank

All certificated employees, who are eligible for fringe benefits that are provided by the McCall-Donnelly Joint School District 421 may participate in the sick leave bank. To participate, an employee shall contribute the prescribed number of sick leave days determined by the committee each year. Sick leave days thus contributed shall be deducted from the individual's sick leave entitlement.

The contributed sick leave days will be available to all eligible participating employees upon approval of at least three of the five sick leave bank committee members.

The purpose of the sick leave bank is to provide assistance to the employee during periods of extended employee absence due to injuries resulting from accidents, medical emergencies, or by extended or recurring illnesses of the employee and/or immediate family. The sick leave bank may also provide assistance to the employee during periods of extended employee absence due to the complications of pregnancy and/or delivery as verified by the attending physician. The sick leave bank is a form of insurance to alleviate the hardships resulting from such employee absence as stated above and is not intended as a supplement to the regularly earned sick leave of an employee, such as for a doctor or dental appointment, absence from work due to elective medical conditions, etc.

This sick leave bank committee shall consist of the following members:

- A. Two members appointed by the McCall-Donnelly Education Association.
- B. Two members appointed by the District.
- C. One non-certified employee appointed by the above four members. If agreement on this member cannot be reached, the Superintendent will appoint the fifth member.
- D. All sick leave bank committee members must be sick leave bank members.

The sick leave bank committee shall determine the number of sick leave days each participant must contribute in order to keep the bank solvent with the following limitations:

- A. All members must contribute each year.
- B. Each participant must contribute the same number of days (one-half day minimum).
- C. The maximum number of days in the sick leave bank shall not exceed ~~500~~ 600 days. If yearly member contributions at .5 day will cause a balance of more than 600 days, the committee will determine the necessity of delaying contributions of existing members. New members will still contribute the minimum to become a member of the Sick Leave Bank.

- D. Existing members may make voluntary contributions to the sick leave bank during the school year, if the sick leave bank committee determines there is a need.

All new employees to the McCall-Donnelly Joint School District will have 13 months to join the sick leave bank from the date of employment.

If the employee does not join during the 13-month period listed above, the employee will not be eligible to join the sick leave bank while a continuous employee of the McCall-Donnelly Joint School District.

Membership will be continuous and the number of days (as set each year by the sick leave bank committee) will be automatically deducted in October of each year, unless a member withdraws his membership, in writing, prior to October 1 for the current school year. A member may not withdraw those days of sick leave already contributed to the bank.

The sick leave bank committee shall be responsible for reporting to the District Office by October 1, the names of new contributors for the ensuing year. An annual report will be made to the general membership during the month of October.

The sick leave bank committee shall report to the District Office all days granted by the bank within three working days of making a grant and all other information necessary for the employee's records.

In order for an employee to be eligible to apply for sick leave benefits from the sick leave bank, the employee must first:

- A. Be a contributor to the bank.
- B. Have been absent from work due to illness or accident for:
 - 1) All his accumulated sick leave days; and
 - 2) All his personal leave days.

Written application for use of the bank must be submitted to the sick leave bank committee prior to being absent, during the absence, or within ten (10) days from date the applicant returns to the District to resume his or her assignment. If the applicant is incapacitated to such an extent that he or she cannot personally apply for a grant, the applicant's immediate supervisor or immediate family may apply for the grant. All applications for grants from the bank should be sent to Sick Leave Bank Committee, McCall-Donnelly Joint School District, 120 Idaho Street, McCall, ID 83638.

The committee will require a doctor's written statement as to the nature of the illness at the time of application and from time to time after a grant has been made.

The committee shall review the request and determine the eligibility of the employee. The sick leave bank committee will respond to each application for a grant in writing and, in the event the application is denied, will state the reason(s) for such denial. The committee

shall have the authority to make final decisions within the established guidelines as to the disposition of the case. The decision made by the committee is not grievable under Article XVII.

The maximum number of days that can be granted to an eligible participant is 30 days per school year (July 1-June 30). This requirement may be extended an additional 30 days in the event of extenuating circumstances.

Bank grants to individual employees will not be carried over from one fiscal year to another. All such grants will end at the termination of the school year. If an employee does not use all of the days granted by the bank, the unused sick leave days will be returned to the bank. In no case shall an employee be granted more than a total of 180 days from the sick leave bank for all illnesses or disabilities during employment with the School District.

If the sick leave bank is exhausted during a fiscal year, days may be added through voluntary contributions. If the voluntary contributions are insufficient to replace the number of sick leave bank days authorized or anticipated all applications and authorizations in excess of the days available will be terminated.

Policy History

Adopted: February 2014

Amended: October 2016