

8.6WF—SICK LEAVE BANK — CLASSIFIED EMPLOYEES

One month after the beginning of each school year, classified personnel may voluntarily contribute one day of their sick leave allowance to a sick leave bank. Each classified employee wishing to make a contribution to the bank shall do so on a sick leave bank form submitted to the sick leave bank chairperson or committee member. In the event that bank days run short during the year, classified personnel may voluntarily contribute one more day.

The classified personnel policy committee (PPC) shall oversee the administration of the sick leave bank with the assistance of the superintendent. Officers for the sick leave bank committee will be the same as officers of the PPC. The sick leave bank committee shall decide on requests based on the committee's rules of operation by majority vote. The committee is responsible for keeping track of the records.

The sick leave committee shall administer the bank according to the following rules:

1\ Sick leave bank days are to be used for emergencies, not as supplementary insurance.

2\ Classified personnel who have made contributions to the bank may make withdrawals from the bank.

The number of days withdrawn shall be up to the discretion of the sick leave bank committee.

3\ Sick leave grants made from the bank shall be up to twenty (20) days for an individual applicant per year, if the days are available. Sick leave bank members may make withdrawals one time for one illness during a school year.

4\ The sick leave bank days may be used only upon exhaustion of a bank member's accumulated leave.

5\ Sick leave bank days will be granted only in cases of an emergency caused by a serious illness or a serious accident pertaining to a sick leave bank member, spouse, children, parents and/or brothers and sisters.

6\ Requests for sick leave bank days will be made on a sick leave bank request form submitted to the

chairperson or member of the sick leave bank committee. In case of emergency, requests may be made to a sick leave bank committee member by phone, with the proper form submitted within two (2) days of return to work.

7\ No half-days may be withdrawn from the sick leave bank.

8\ Any member of the sick leave bank making withdrawals from the bank must contribute at least the minimum one (1) day at the beginning of the next school year in order to be eligible to make withdrawals from the bank for succeeding years

9\ If any sick leave days granted to an employee by the sick leave bank are not used for the specific illness which is approved, then these days will be lost by the employee and returned to the sick leave bank.

10\ At the beginning of each school year or at the time of employment, each classified employee who is not already a member of the sick leave bank will be given the opportunity to join.

11\ It shall be the duty of the sick leave bank committee to grant withdrawals of the sick leave bank days based upon need and the applicant's previous use of sick leave days.

12\ Employees who serve the district in both classified and certified positions may only participate in one (1) bank and will be asked to only contribute to one (1) bank.

The sick leave bank committee shall be responsible for the proper maintenance and development of records and report forms. The committee shall work closely with the administration in administering the sick leave bank days.

The maximum number of days contributed to the sick leave bank in any school year shall not exceed the number of classified personnel. After the maximum number of days in the sick leave bank is reached, sick leave bank members will not have to contribute sick leave days and may still be considered members with the exception of those who made withdrawals during the previous school year. The maximum number of sick leave days shall be twice the number of classified personnel making contributions to the sick leave bank.

Classified employees who work two (2) jobs for the school district (i.e. aide/bus driver) shall not be allowed to receive a double amount of sick leave days from the pool. An employee will only receive days for his/her primary job. Employees working two (2) jobs shall receive pay credit from the pool for both jobs up to twenty days (10 days for bus drivers).

Spousal Donations

District employees who are a legally married couple are eligible to utilize each other's sick leave if one or the other has exhausted all of his or her sick leave days. Written permission must be received for each day of donated sick leave. If the employees are paid at different rates of pay, the lesser rate of pay shall be used for the purpose of the donated sick leave days.

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