

## 10.10 Sick Leave Bank (SLB)

### 10.10.1 ELIGIBILITY

A Staff Member is eligible for SLB if, but only if, the Staff Member (1) is currently enrolled as a member of the SLB, (2) has exhausted his/her accumulated sick leave, and (3) is absent from work because of a catastrophic illness of his/her person or mother, father, spouse, child or dependent living in the Staff Member's household. Catastrophic illness or injury is as determined by the committee established under Operational Guidelines. Examples include, but are not limited to, heart attack, cancer, car accident, major surgery, etc. This program is not to be used for short-term illnesses.

### 10.10.2 PARTICIPATING STAFF MEMBERS

10.10.2.1 Enrollment. New Staff Members shall be provided with information relative to SLB at the time of the initial employment and following completion of one (1) year of employment from their initial date of employment, shall become eligible to enroll in the SLB during the following open enrollment period. Once every year, Staff Members not enrolled in SLB will have the opportunity to enroll in SLB through an open enrollment. Staff Members will be notified of the open enrollment period in the "UPDATE" newsletter. Enrollments shall be filed with the office of the Superintendent.

10.10.2.2 Withdrawal. A participating Staff Member may withdraw by giving written notice of withdrawal to the office of the Superintendent. The withdrawal shall not be effective until the next open enrollment period following the withdraw request. Until the effective date of withdrawal, the participating Staff Member shall be subject to the assessment provisions set forth herein. A participating Staff Member who withdraws forfeits all days contributed to the reserve and cannot resume participation at a later date until the next open enrollment period.

10.10.2.3 Retirement or Leaving the District: Upon retiring or leaving the district, members who have sick leave days beyond those utilized for retirement may donate those remaining days to the SLB.

### 10.10.3 RESERVE

10.10.3.1 Formation. In order to establish and maintain a reserve each participating Staff Member shall initially contribute two (2) sick leave days to the reserve.

10.10.3.2 Maintenance. If at any time, the reserve falls below thirty (30) days, all participating Staff Members shall be assessed two (2) days. If such assessment does not raise the reserve to one hundred (100) days, SLB shall terminate in accord with paragraph 3 below. Any participating Staff Member who has exhausted his/her sick days and has no days available for such assessment shall be temporarily suspended from participation in SLB until the participating Staff Member has accumulated two (2) additional days for assessment at which time the participating Staff Member shall be assessed and reinstated. If a Staff member has exhausted

his/her thirty (30) day benefit, he/she may not enroll in the sick leave bank during any subsequent open enrollment opportunities.

10.10.3.3 Termination. If the number of participating Staff Members in this program is not sufficient to support the assessment for maintenance as set forth in paragraph 10.10.3.2 above, the program shall automatically terminate and no credit will be given to any participating Staff Member in the program for days remaining in the reserve if the number of days divided by the participating Staff Members is less than one (1). If said number is one (1) or more, then the days remaining in the reserve shall be divided equally among participating Staff Members. If a Staff member enrolled in the sick leave bank experiences a break in service to the District, he/she must re-apply in accordance with enrollment procedures.

#### 10.10.4 PAYMENT OF BENEFITS.

10.10.4.1 A participating Staff Member who is found to qualify for days from the SLB will have those days credited to his or her normal sick day account to be used for absences.

10.10.4.2 A participating Staff Member shall be eligible for the SLB for no more than thirty (30) days which may be assessed in one or more illnesses. The total days for all illnesses in no event shall exceed thirty (30) days.

#### 10.10.5 OPERATIONAL GUIDELINES

10.10.5.1 The SLB committee shall govern the operation of the SLB Program. It shall consist of three members: (1) the Superintendent, (2) the President of the Union Sub-Group (or his/her designee) of the petitioning employee, and (3) Chairperson of the Benefits Committee or his/her designee. A Staff Member who has exhausted his/her personally accumulated sick leave may make a written application to the Committee for withdrawal of days from the reserve. The Staff Member shall state the reason for the inability to work and the number of days requested from the reserve. Before granting the request, the SLB committee must elicit affirmative answers to the following:

10.10.5.2 Is the Staff Member listed as a current member of the SLB Program?

10.10.5.3 Has the Staff Member exhausted his/her personally accumulated sick leave?

10.10.5.4 Is the absence from work due to catastrophic illness or injury to the Staff

Member or a Staff Member's mother, father, spouse, child, or a dependent living in the Staff Member's household?