

### **Volunteer Sick Leave Bank**

The purpose of the volunteer sick leave bank is to provide a source of paid leave for an employee (not a family member) who sustains a serious illness or accident and does not have sufficient paid leave accumulated to cover the period of time when (s)he is unable to work, or for the new employee who likewise sustains a serious illness or accident and has not had the opportunity to accumulate adequate leave. The sick leave bank is not intended to cover all types of absences for which an employee has insufficient leave or for absences provided through Worker's Compensation.

#### **REGULATIONS:**

1. Any employee who is entitled to paid leave may donate one day of paid leave to the bank and thereby become a member. If the balance in the bank drops below 45 days, the employees who are members will be asked to donate an additional day to retain their membership and eligibility for this benefit.
2. Forty days is the maximum sick leave granted to any member from the bank for any one illness/injury. Employees will only be eligible for the number of days they have in their individual leave account as of the first of the school year, or the first day of employment if an employee is hired after the beginning of the school year (*i.e. a first year teacher would receive 10.3 days of paid leave. By donating one day, that first year teacher would be eligible for another 10.3 days from the sick leave bank should (s)he meet all other requirements. An individual with thirty days of accumulated leave as of the beginning of the school year would be eligible for an additional thirty days from the sick leave bank, etc.*)
3. To become eligible to use the volunteer sick leave bank, the staff member must have used all of his/her accumulated paid leave and sick leave and must have been on leave without pay for a minimum of six (6) consecutive days (*related to a specific illness*) during a contract year (*i.e. July 1 through June 30*). Members are then eligible to make written application to the Human Resource Services Office to activate the sick leave bank on their behalf.
4. Intermittent leave for the same illness can also draw from the sick leave bank if intermittent treatment is prescribed by physician letter for life threatening illness. The staff member must have used all of his/her accumulated paid leave and must have been on leave without pay for minimum of six (6) days during a contract year.
5. Requests for use must be accompanied by a letter from the attending physician, on the physician's official stationery, stating the individual is not able to perform the normal duties, the duration and seriousness of the illness, and when the employee may be expected to return to work.

6. At the discretion of the Human Resource Services Office, the applicant may be asked to submit to a physical examination by a physician chosen by the Superintendent (*or his/her designee*). If required, the examination will be at the expense of the School District.
7. The Superintendent (*or his/her designee*) will, in written form, notify the applicant of the action taken on the request to utilize the sick leave bank.
8. A member employee withdrawing from the sick leave bank or terminating employment may not withdraw contributed day(s).
9. Open enrollment in the bank is limited to the first month of employment or between September 15 and October 1 of each year.
10. Staff members receiving or eligible to receive Worker's Compensation or long-term disability benefits, will not be eligible to make application to the Sick Leave Bank.
11. The following disabilities are excluded from utilization of the Sick Leave Bank:
  - a. intentionally self-inflicted injury while sane;
  - b. alcoholism or narcotics and drug addiction unless such drugs were administered on the advice of a physician;
  - c. commission of a felony;
  - d. elective or cosmetic surgery;
  - e. accident or sickness arising out of and in the course of any occupation for wage or profit.
12. Licensed employees may at their discretion donate from their current year's allocation of paid leave days to another employee who has exhausted his/her sick days and sick bank days. The employee who wants to donate one or more days may request a Sick Leave Bank Donation Request form from the Human Resource Services Office or access the form on the District's website, eagleschools.net. The formula for donating unused sick leave is as follows: - Annual Salary divided by number of contract days for the year equals daily rate. Credit toward need of employee with need equals daily rate multiplied by the number of days being donated from the current year.

The credit is applied to another employee against that person's need. The need is established through the following formula: - Hour rate of pay multiplied by number of hours worked during a day plus cost of base pay for temporary replacement multiplied by number of days required total need.
13. Donated days must be received in the Office of Human Resource Services within 30 calendar days after the commencement of when the donated days would be utilized. Donated days received after this timeframe will not be processed.

