

**CATASTROPHIC SICK LEAVE BANK**  
Approved by the Lovejoy ISD School Board on April 16, 2013

**ADMINISTRATION**

**Purpose**

The sick leave bank is a benefit to assist employees in dealing with catastrophic illness, surgery or injury that has forced them to exhaust all paid leave days and would otherwise result in a loss of income by providing up to 45 paid days of leave. The sick leave bank is a collective deposit of local leave days received from enrolling employees, subsequent contributions from members and accrued local leave left by employees separating from employment with the District. All days deposited in the bank become the property of the sick leave bank and are no longer available for use by the individual employee as accrued leave.

**Level of Membership**

In order to establish the sick leave bank, a minimum of 30% of the current employees must elect to become members of the sick leave bank during the first enrollment period.

A minimum of 25% of the current employees are required to sustain the sick leave bank. The bank will be dissolved if membership falls below this number.

Beginning immediately after Board approval, any accrued local leave left by employees separating from the District is donated to the sick leave bank.

**Sick Leave Bank Year**

A sick leave bank year is the same as a fiscal school year: July 1<sup>st</sup> through June 30<sup>th</sup>.

**Bank Administrator**

The Executive Director of Human Resources will administer the sick leave bank and is responsible for receiving and granting requests for sick leave bank days.

**Appeals**

Employees who wish to appeal the decision of the sick leave administrator must follow the employee grievance process outlined in Policy DGBA.

**Reports**

An annual, statistical report showing contributions, usage, and reserve balance will be presented to sick leave bank members, the superintendent, and the Board of Trustees.

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## ELIGIBILITY AND ENROLLMENT

### Eligibility

All employees eligible for sick leave benefits are eligible to become members of the sick leave bank. For purposes of the bank, "regular employee" is defined as an employee who is required to work more than four-and-one-half months each fiscal year. Days donated and used by part-time employees will be prorated according to their regular work schedules.

### Enrollment

To become a member of the sick leave bank an employee must contribute two days of local leave (one day will be contributed during the first year of membership and the second day will be contributed during the second day of membership).

Existing employees may enroll in the sick leave bank during open enrollment. The effective date of membership will be the 9/1 date of the year in which the employee signed up during open enrollment.

New employees may enroll in the sick leave bank at the time of hire by depositing two days of local leave. (One day is to be contributed the first year of membership and the second day is to be contributed the second year of membership.) The district will advance local sick leave days to a new employee for this purpose. The effective date of membership for new employees will be the 9/1/13. If the employee is hired after 9/1/13, but prior to the August open enrollment period, the effective date will be the latter of the date of enrollment or the first day of work.

All members of the sick leave bank will be required to deposit one day of local leave if the balance of days in the bank falls below two times the number of members on July 1 of a given year. Contributions will be deducted from an employee's local leave balance at the time of the next paycheck. If a current member is unable to donate the emergency request due to that member's leave being exhausted, the member's ability to use the sick leave bank is not affected. Anyone who joins the sick leave bank with a pre-

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existing, diagnosed condition or illness for which they have received treatment within the last 90 days, shall not be allowed to utilize the sick leave bank for an illness resulting from or related to that specific condition until the member has been treatment free for 90 days or has been a member of the sick leave bank for one full year (365 days).

Employees who receive days from the bank will be required to contribute one local leave day during the next open enrollment following their return to work.

## **QUALIFYING CONDITIONS**

### **Employee and Family**

Only absences due to the employee's catastrophic illness or injury or catastrophic illness or injury of a member of the employee's immediate family, as defined in DEC (Local), are covered by the sick leave bank.

### **Catastrophic Illness or Injury**

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Complications resulting from pregnancy shall be treated the same as any other condition.

Such conditions typically require in-patient hospitalization or are expected to result in disability or death.

## **REQUESTS FOR SICK LEAVE BANK DAYS**

### **Requests for Days**

In order to qualify, a member must use all available leave days, including the ten extended sick leave days.

A qualifying member must submit a written request for sick leave bank days to the Human Resources administrator. A request must be made as soon as possible or no more than 30 days after returning to work.

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The administrator will notify the employee in writing regarding approval or denial of the request.

## **Number of Days Granted**

Employees may be granted up to 30 days at one time. A request for additional days may be considered if there is a continuing need. Fifteen additional days may be granted up to a maximum of 45 days for any one condition. Days granted by the Bank, but unused by the employee, will go back to the Bank.

## **Confidentiality**

Any medical information provided shall remain confidential.

## **CERTIFICATION**

### **Medical Provider**

Medical certification by a health care provider as defined by the Family and Medical Leave Act must be submitted with a request for sick leave bank days.

### **Frequency**

Recertification of a medical condition is required every 30 days or when a request for additional sick leave bank days is made.

### **Second Opinions**

The district reserves the right to request a second opinion to certify the need for leave by a health care provider designated by the district. The district will assume the cost if a second opinion is required.

## **MISCELLANEOUS**

### **Cancellation of Membership**

If a member decides to cancel his or her membership in the bank, all days contributed will be forfeited. If, at a later date, this individual wishes to rejoin the bank, he or she may do so during the enrollment period by donating the required number of days.

Membership in the sick leave bank ceases on the effective date of an employee's termination. An individual who is rehired is eligible to rejoin the bank by donating the required number of days.