

**SNYDER INDEPENDENT SCHOOL DISTRICT**  
**CATASTROPHIC SICK LEAVE BANK**  
**PROCEDURES**

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# **The Snyder ISD Catastrophic Sick Leave Bank (CSLB) Procedures**

## **SECTION I: PURPOSE AND DEFINITION**

The sick leave bank is a benefit to assist employees in dealing with severe or life-threatening conditions that force them to exhaust paid leave and result in a loss of income. The sick leave bank is a collective deposit of local sick leave days received from enrolling employees and subsequent contributions from members. 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 local sick leave.

## **SECTION II: LEVEL OF MEMBERSHIP**

A minimum of twenty members are required to sustain the sick leave bank. The bank will be dissolved if membership falls below this number.

## **SECTION III: BANK ADMINISTRATOR/COMMITTEE**

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

### **COMPOSITION OF CSLB COMMITTEE**

The Human Resources Director shall be the Chairperson of the Snyder ISD Employee Committee. The Chairperson shall not be a voting member of the committee except in the event of a tie vote.

### **SELECTION OF COMMITTEE MEMBERS**

Members of CSLB Committee must have been employed by the school district for at least two (2) years prior to election.

Members of the Employee Committee shall be appointed as follows:

- One representative from elementary (teacher)
- One representative from junior high (teacher)
- One representative from senior high (teacher)
- One representative from campus level administration
- One representative from auxiliary staff

TOTAL – FIVE (5) MEMBERS

### **TERM OF OFFICE**

The term of office will be two (2) years, with initial members drawing lots for one or two year terms in order to establish staggered terms. The term of office shall run from June 1 to May 31. A member may serve a maximum of two (2) consecutive terms.

### **APPOINTMENT PROCEDURES**

The Team Leadership will appoint committee members at the end of May each school year. Only members of CSLB are eligible to serve. In the event of a vacant position on the employee committee, a replacement will be appointed by Team Leadership which represents the vacant position. If a member of the Committee is representing one group on the Committee and is transferred to a new classification then he/she must resign his/her position.

### **DUTIES AND RESPONSIBILITIES OF THE COMMITTEE**

At the first meeting of the year for the newly appointed Committee members, the Committee shall select from its group a secretary.

All applications for sick leave bank days shall be reviewed individually by the Committee in a called meeting. A quorum shall consist of at least three members.

#### **SECTION IV: FORMS**

The forms needed to administer the CSLB are as follows:

- Enrollment form
- Written request for sick leave bank days
- Medical certification from health care provider (FML Form)
- Notice of grant or denial of request

#### **SECTION V: APPEALS**

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

#### **SECTION VI: ELIGIBILITY AND ENROLLMENT**

##### **ELIGIBILITY**

All full and part-time regular employees 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 1.5 (local sick leave) day(s).

New employees may enroll in the sick leave bank at the time of hire by depositing 1.5 days. The district will advance local sick leave days to a new employee for this purpose.

Existing employees may enroll in the sick leave bank during the annual enrollment period of August 1 through September 30 of each school year.

All members of the sick leave bank will be required to deposit one-half day of local sick leave if the balance of days in the bank falls below 30. Contributions will be deducted from an employee's local sick leave balance when the need is determined by the CSLB Committee.

Conditions for which an employee received medical advice or treatment within the six months before enrollment will not be covered for the first year following his or her enrollment in the bank.

##### **QUALIFYING CONDITIONS**

Only absences due to the employee's illness or injury or illness or injury of a member of the employee's immediate family are covered by the sick leave bank.

- See policy DEC (LOCAL) for the definition of "immediate family."

##### **CATASTROPHIC ILLNESS OR INJURY**

A catastrophic illness or injury is a severe or life-threatening condition that forces an employee to exhaust paid leave and results in a loss of income.

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

## **SECTION VII: REQUEST FOR SICK LEAVE BANK DAYS**

### **REQUEST FOR DAYS**

An employee must submit a written request for sick leave bank days to the HR administrator. A request must be made at the time paid leave is exhausted. 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 a maximum of 30 days (up to 15 day increments and additional 15 days if needed) from the sick leave bank for any one condition. Pre-existing conditions do not qualify and multi-years for same condition will not be granted.

## **SECTION VIII: CONFIDENTIALITY**

Any medical information provided shall remain confidential. A member's name will be removed from applications before review by the committee. All requests for leave reviewed by the committee will be anonymous.

## **SECTION IX: CERTIFICATION**

### **MEDICAL PROVIDER**

Medical certification for 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 15 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.

## **SECTION X: MISCELLANEOUS**

### **CONCURRENT USE OF LEAVE**

Sick leave bank days will run concurrently with family and medical leave and temporary disability leave.

### **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 wished 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.