

LOCAL SICK LEAVE BANK:

1. The Dalhart ISD Board of Trustees established the DISD Local Sick Leave Bank (LSLB). The purpose of this LSLB is to allow personnel working for the school district for a minimum of one school year to voluntarily place at least one day but no more than ten days of their earned DISD Local Sick Leave per school year into a reserve bank that may be distributed to other currently contributing members on a “as needed and priority basis”.
2. Must donate a minimum of one (1) day before September 1 of each year to be a participant in, and have access to the LSLB. If at any time the balance of the sick bank falls below 100 days, the DEIC shall elect to open enrollment up to additional donation of local days by eligible employees, whether they were a participant previously or not.
3. The professional staff members of the DEIC shall administer the LSLB. The record of votes cast regarding the request of a LSLB member to be granted local sick leave days from the reserve bank shall remain confidential and shall be maintained in the executive meeting notes for a minimum of two years. The LSLB (DEIC) committee shall make (at least) semiannual reports to the LSLB membership and the DISD Board of Trustees regarding the operation of the LSLB reserve bank.
4. The LSLB committee, at their discretion, may grant use of the local sick leave days in the bank only for the reasons listed below in B.
 - A) LSLB days may be granted to and used by a requesting member of the LSLB only after all sick and personal days have been depleted PLUS you have been docked a minimum of 3 consecutive days pay. Employees who receive vacation days will have the option to be docked 3 days or to use 3 vacation days. Any docked days may not and will not be refunded by the Bank. These 3 days must be related to the requested leave as stated on the application.
 - B) LSLB days may be used for the employee or family/immediate family (as explained in #4) only for the following –
 - Catastrophic illness/injury - hospitalization of 72 hours or more
 - Abnormal pregnancy
 - Non-Elective surgery (Surgery deemed by a physician as an emergency and having to be performed IMMEDIATELY, not being able to wait until the end of the school term. If employee decides to have surgery before the end of the school year, it becomes ELECTIVE surgery.)
 - Family emergency – life threatening
 - Death

5. The term 'immediate family' include the following relationships:
 - A) Husband
 - B) Wife
 - C) Son
 - D) Daughter
 - E) Parents
 - F) Brother/Sister
 - G) Anyone legally residing in the employee's home

This term can be left up to the discretion of the DEIC.

6. For purposes of the LSLB, the term 'family emergency' shall be limited to natural disasters and life-threatening situations (as determined by the LSLB committee) involving the LSLB employee or a member of the LSLB employee's immediate family.
7. LSLB leave days may be used for catastrophic illness or death of any person, regardless of relationship, who may have been residing in the LSLB member's household.
8. The LSLB committee may establish and maintain additional operational guidelines. All LSLB operational guidelines are subject to review and approval by the DISD Board of Trustees.
9. The donation/placement of any and all DISD local leave days in the LSLB reserve bank is irrevocable. The donation of DISD local leave days to the LSLB reserve bank must be made in writing on a form approved by the LSLB committee and the DISD Human Resources Office. Employees may not request more than 20 days per school year.
10. Employees granted sick leave days will be paid 75% of their daily pay and those days must only be used for the reason stated in their application
11. Donated DISD local leave days remaining in the reserve bank at the end of a school year shall be carried forward into the next school year.
12. The LSLB committee shall meet as needed to conduct the business of the LSLB.