

ANTHONY INDEPENDENT SCHOOL DISTRICT

DISTRICT HUMAN BULLETIN #10: CATASTROPHIC SICK LEAVE BANK

Purpose:

To establish a sick leave bank for employees and to set parameters for its use

Participants:

All Eligible Employees

Definition:

Eligible Employee is one which contributes to the bank in the fiscal year within which benefit is requested.

Process:

It is in the best interest of both the district and the employees to limit awards from the Sick Leave Bank. Employees are advised to obtain disability insurance. The sick leave bank should not be viewed as an alternative to disability insurance.

An employee may join the Bank and become a member by completing an application and contributing a minimum of one (1) day of sick leave to the Bank each fiscal year. [Membership is on a year to year basis and the employee must contribute each year in order to participate.] Contributions to the Bank are not refundable. Applications for membership in the Bank will be accepted prior to October 10 of each year or within thirty (30) calendar days after an employee is hired, whichever is later. A member shall be eligible to withdraw days from the Bank provided the employee has contributed at least one (1) day to the Bank during the fiscal year within which benefit is requested.

A Sick Leave Bank shall be maintained whereby a member who suffers a long-term illness or disability which requires extended hospitalization or home confinement and for which no worker's compensation benefits are available shall be eligible to apply for paid sick leave after the member exhausts all accumulated sick leave and ten (10) days in arrears. If the member's application for days is accepted, the committee may award a maximum of ten days per fiscal year.

The Sick Leave Bank Committee shall be composed of the three principals, director administration/finance, and one non-exempt (hourly) employee. Appointments will be made annually. The Committee at its first meeting shall elect a chairperson. Decisions shall be made by a majority vote of a majority quorum.

Maximum withdrawal from the Bank shall be ten (10) days per fiscal year.

If the total number of days in the Bank is reduced to twenty-five (25) days, the Committee will require members to donate an additional day to the Bank. All members will be provided written notice of the need for additional donations. Membership will be continued provided the member contributes the additional day. Previously donated days shall not be refunded to an employee upon termination of membership or employment.

A member who has applied to the Bank for sick days may attend the meeting at which the Committee will review the application. The Committee shall have the sole authority to either approve or disapprove applications for Sick Leave Bank benefits. The decision of the Committee shall be final. Decisions of the Committee shall not be subject to the grievance procedure.

If days are awarded, the member will contribute a minimum of two (2) days per year until the days awarded have been repaid. This may be postponed upon written request to the Committee.

Discontinued Practice

Prior year practice that allowed employees to ask other employees for "days" is discontinued and will not be an option during the 2007- 2008 fiscal year.

Timeline:

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October 2007 through August 2008