

SICK LEAVE BANK

The purpose of this policy is to establish a sick leave bank for teachers, administrators, and ancillary staff. The sick leave bank is created to provide participants with paid sick leave in the event of a medical emergency as defined below.

Definitions

- *Hope-Page Sick Bank Committee*: consists of one building administrator, business manager, HPEA president, whose duties are to review applications and approve/disapprove, monitor the status of the medical emergency, and provide reasonable assurance that the sick leave is not abused.
- *Family Member*: a participant's child, parent, spouse, or other individuals with a relationship "equivalent to family member."
- *Leave Recipient*: a current participant in the Hope-Page School Sick Leave Bank that has been approved to receive leave from the sick bank.
- *Medical Emergency*: a medical illness or accident that has afflicted a participant or a participant's family member and will result in a prolonged, unpaid absence from the participant's work. A prolonged absence may be defined as either a consecutive set of days absent from work or intermittent absences over an extended duration of time. The Sick Bank Committee shall determine what constitutes a prolonged absence on a case-by-case basis, taking into account the employees duties and responsibilities. Excluded from the term medical emergency are voluntary or cosmetic treatments that are not medically necessary, routine/preventive physical examinations, and conditions associated with normal pregnancy.

Eligibility

All permanent, non-temporary Hope-Page employees of full time status, with one calendar year of continual employment, including administration, certified staff, and ancillary staff are eligible to participate in the Hope-Page Sick Bank on a voluntary basis. No employee shall be coerced, threatened, intimidated or financially induced into donating leave for the purpose of leave donation.

Upon implementation of the above policy current full-time employees of the HOPE-PAGE, with one calendar year of continual employment, will have a one-time option to become a member of the Hope-Page Sick Bank. Current full-time employees of the HOPE-PAGE, with one calendar year of continual employment, will have an option to become a member of the HOPE-PAGE Sick Bank on their one year anniversary and eligible staff will have the opportunity to opt in every 5th year beginning in 2020.

Employee must complete a required leave sharing agreement, must donate two days, and must retain a minimum of eight sick leave days in their individual accumulated sick day balance to participate.

Requirements to become a Leave Recipient

1. Employee must be a participant in the HOPE-PAGE Sick Bank.

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2. Employee must have exhausted their accumulated paid sick, personal, and vacation leave.
3. Employee has adhered to and not abused the sick leave policy of Hope-Page School District.
4. The employee must apply with a written application to the Sick Bank Committee. The application shall be submitted as soon as practical not to exceed 30 days (FMLA standards) from the date that the employee became aware of the medical emergency or exhausted all applicable paid leave, whichever is later. If an employee receives sick bank leave, the recipient shall not be granted retroactive days for any unpaid leave taken while the sick leave bank application was being processed.
5. The application must state the reasons why sick leave is needed, including a description of the nature, severity, and anticipated duration of the medical emergency, and a medical statement from a licensed physician or health care practitioner verifying the severe or extraordinary nature and expected duration of the employee's or family members condition. Failure to provide this documentation shall result in denial of the sick bank request. The Sick Bank Committee reserves the right to request a second medical opinion at the district's expense.

Sick Bank Structure

1. The sick bank shall contain a maximum of 90 days. To reach the 90-day maximum each year the sick bank participants will be assessed a maximum of two days per year until the 90 days is reached.
2. No leave recipient shall be permitted to use more than 30 days per school year for nine-month employees and per fiscal year for twelve-month employees from the bank. Sick bank days withdrawn need not be consecutive nor for the same medical emergency; however, employees are required to submit a sick leave bank application for each new medical emergency.
3. Participants will not be allowed to withdraw days that they have donated to the bank.
4. If the number of days in the bank drops below 30 each participant will be assessed additional days, not to exceed two days annually, to maintain a maximum balance of 90 days in the sick bank.
5. Any use of the sick leave bank that is a qualifying reason under Family and Medical Leave Act (FMLA) shall count towards a FMLA eligible employee's FMLA entitlement.

Sick Bank Committee Authority & Duties

The HOPE-PAGE Sick Bank Committee may monitor the status of leave recipient's medical emergency. The Committee reserves the right to request medical documentation that describes an employee's status should a leave recipient be granted and take 30 days of sick bank leave.

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The committee shall review each sick bank leave application and medical documentation in a timely manner. Approval of a sick leave bank request shall require a majority vote of the committee.

End of Hope-Page School District 85 Policy DDAE..... Adopted: 11/2022