

CERTIFIED

SICK LEAVE BANK

2009-10

**CALDWELL SCHOOL
DISTRICT #132**



This handbook is intended to answer many of the questions teachers have about the use of the sick leave bank. We have also included an annual report of the bank's activities as well as its operating policies.

ANNUAL REPORT FOR THE 2008-2009 SCHOOL YEAR:

The beginning balance for the 08-09 school year was 644 days in the bank.

The sick leave bank granted to the teachers a totaled 87 days.

2009-2010 Beginning Balance: 557 days

BANK OPERATION

HOW TO BECOME A MEMBER OF THE SICK LEAVE BANK

- 1. Individual must be a certificated employee, as covered by the Procedural Agreement between the District and the Association.**
- 2. Complete the membership application form and contribute at least two days of individual's accumulated sick leave to the bank.**
- 3. Eligible certificated employees electing to not join during the open enrollment period the employee must wait for the annual enrollment period of the following year to be reconsidered for membership in the bank.**
- 4. The committee will determine the number of days necessary to assess members to keep the bank solvent. Days assessed shall be in denominations one day, and assessments shall be mandatory for each member to retain membership. Members on leave of absence must contribute any assessed days to retain membership.**
- 5. Days contributed to the bank will be deducted from the individual's accumulated sick leave account and shall become the permanent asset of the bank as long as it is in operation.**

WHEN CAN I APPLY FOR A GRANT?

To apply for a grant, you must meet the following criteria:

- 1. Have been absent due to illness or accident for a period equal to your accumulated sick leave and personal leave.**
- 2. Must provide proof of illness verified by his/her personal physician and date released to return to work.**
- 3. Completion of Family Medical Leave paper work.**

CAN I GET MY DAYS BACK IF I DON'T USE THEM?

No. the Sick Leave Bank days you donate will remain in this district.

HOW MANY DAYS CAN I GET FROM THE SICK LEAVE BANK?

Members may be granted up to 180 days during any two consecutive contract school year periods. This is a rolling two year period.

IF I BELONGED LAST YEAR, DO I NEED TO REJOIN?

No, once you are a member as long as you are employed by this school district. You do not reapply each year.

SICK LEAVE BANK POLICIES

SLB-1 PROCEDURE FOR REQUEST

Teachers requesting grants from the Sick Leave Bank need to have been a member of the sick leave bank for one year, and include the following information with their request:

1. Reason for request - illness, accident, etc.
2. Beginning date of absences
3. Date returning to work
4. Number of days requested
5. **Letter from doctor** stating date you were released to return to work
6. In case of unusual circumstances, the doctor's letter should state any complications which may affect the size of the grant from the Sick Leave Bank.
7. Completion of Family Medical Leave paper work.
8. Request must be received by the Sick Leave Bank at least 10 days before the closing of the pay period. If not sufficient time for processing the request is given, then the check will be docked the appropriate amount.

If the certificated employee is incapacitated to such an extent that he or she cannot personally apply for a grant, the applicant's Power of Attorney may apply for the applicant.

SLB-2 INTENT OF SICK LEAVE BANK

The purpose of the Sick Leave Bank is to compensate for absences due to extended illnesses, accident or chronic conditions while under a doctor's care.

SLB-3 MATERNITY LEAVE

Will be treated as any other disability.

SLB-4 ELECTIVE SURGERY

From time to time, persons require elective surgery or medical treatment that is necessary, but does not endanger the health and safety of the affected person if the medical treatment is postponed until school is not in session. Therefore, it will be the policy of the Sick Leave Bank Committee to carefully review such requests and if questions arise concerning the urgency of such requests, proof of the immediate need will be required by the Sick Leave Bank Committee.

SLB-5 FUNCTION OF SICK LEAVE BANK COMMITTEE

It should be emphasized that the function of the Sick Leave Bank Committee is four fold to determine;

1. that persons requesting sick leave days have complied with the provisions of the sick leave bank policy,
2. that the provisions of the sick leave bank are applied consistently,
3. that the number of days in the sick leave bank remains at a level commensurate with the projected needs of certified staff members.
4. the committee will evaluate the request and notify the applicant in writing (or email) of the committee's action, and if the request is approved, the number of days will be indicated in the reply.

SLB-6 ADDITIONAL GRANT

Having received a grant from the bank, an employee shall receive a sick leave bank allowance upon return to work of one (1) day per month for the period remaining in the school year. This one additional day will be given as used and will not accumulate. Additional days in one year may be granted for some conditions depending upon an individual's circumstances

SLB-7 ASSESSMENT OF ADDITIONAL DAYS

When it is necessary to assess additional days from sick leave bank members, new members, enrolling that school year, are exempt from adding additional days to the sick leave bank.

MAXIMUM DAYS USE PERMITTED

1. The maximum number of days that can be granted at any one fiscal year to an individual will be the remaining number of days an employee is scheduled to work under his/her current contract. In no case will the granting of leave days cause an employee to receive more than their annual salary.
2. The number of days granted shall not exceed the number of days actually absent.
3. In no case shall a certificated employee be granted more than a total of 180 days from the sick leave bank for all illnesses or disabilities during current or subsequent employment with School District #132.
4. Bank grants to individuals will not be carried over from one year to the next year.
5. Days granted and not used will be returned to the bank
6. Leaving the district members may contribute additional days to the bank.

SLB-8 DISTRICT APPROVED LEAVES

A Sick Leave Bank member who is on a district approved one year's leave of absence shall be reinstated to the sick leave bank upon return to the district in a certified position. No additional deduction of sick leave days will be made to reinstate unless it was an assessment year and all sick leave bank members were assessed during the year's leave of absence. Then the appropriate assessment will be made to continue membership.

SLB-9 GRANTS FOR FAMILY CONDITIONS

A member of the sick leave bank may request days from the bank when they have used all of their sick leave days and must miss work due to the extended illness, accident, or chronic condition of an immediate family member. [Immediate family-husband, wife, son, daughter, mother or father brother or sister, grandmother or grandfather as well as persons who reside in the teacher's house on a full time basis and whose primary financial support is provided by the family of the teacher. Children for whom legal guardianship has been established are considered to be members of the immediate family.] The request must be accompanied by the Certification of Health Care Provider (Form WH-380), Family Medical Leave Act of 1993. FMLA maintains your position in the district it is not a guaranty of a

salary payment. The form may be obtained at the district office. The request must be accompanied by a doctor's letter as to the condition of the family member. A maximum of 50 days, out of the 180 possible days which can be given every two years, may be used for the condition of a family member.

SLB-14 HALF TIME EMPLOYEES

Employees who only work a half contract (.5 FTE) will have the following considerations:

1. Donation to join the Sick Leave Bank will be two full days (often part time employees become full time at a later date).
2. If a teacher works half days, the teacher will be eligible for half the total number of days a full time employee would be eligible (90 full days for a two year period. Not 180 days).

SLB-10 DONATIONS FROM MEMBERS AND NONMEMBERS

At anytime during a school year or upon retirement or leaving the district, a member of the bank or a nonmember may donate their sick leave days to the sick leave bank. Donations of sick leave days cannot be made directly to any individual within the district. Donations (outside of the annual membership drive) from a nonmember, is a donation only and **does not** make the person a member of the bank. Should a member of the bank or a nonmember wish to donate days to a particular member of the bank and that person does not qualify for sick leave bank days under the regulations of the bank, the donation will not be accepted.

SLB-11 CERTIFIED, CLASSIFIED AND ADMINISRATIVE BANK DONATIONS

No staff may donate sick leave days to the sick leave bank to which they could not belong, i.e., classified cannot donate to certified, certified cannot donate to classified, etc.

SLB-12 SICK LEAVE AND PERSONAL DISCRETIONARY LEAVE DAYS

Before a member will be granted sick leave days from the Sick Leave Bank, all of the person's sick leave and personal discretionary leave must be used. All paid leave from the district must be expended before the Bank may grant days.

SLB-13 TRANSFERENCE OF SICK LEAVE BANK MEMBERSHIP
Membership in the Administrative, Certified, or Classified sick leave banks cannot be transferred to another sick leave bank. Should an employee change jobs so as they would fall under a different sick leave bank, they must join that sick leave bank as any other new employee.

SICK LEAVE BANK COMMITTEE

Cindy Grover, Chairperson	455-3313
D'Ann Rodwell, Secretary	455-3313
Ila Cockrum	455-3300
Jonathon Cline	455-3300

For more information or questions contact the respective building CEA representatives or any member of the Sick Leave Bank Committee.

APPLICATION FOR MEMBERSHIP
IN THE CALDWELL SCHOOL DISTRICT NO. 132
CERTIFIED SICK LEAVE BANK
2009-2010

I hereby donate two (2) days of accumulated sick leave to the Caldwell School District No. 132 Certified Sick Leave Bank. I understand that the two (2) donated days remain in the Caldwell Bank and are not transferable to another school district should I take employment elsewhere.

I understand that I may be assessed additional donated days if the extra days are needed to keep the sick leave bank operational and solvent.

This application must be turned in to **Cindy Grover or D'Ann Rodwell at Wilson** prior to or on **October 9, 2009**

SIGNITURE _____

PRINTED NAME _____

SOCIAL SECURITY * _____

DATE _____ SCHOOL _____

For more information or questions contact the respective building CEA representatives or any member of the Sick Leave Bank Committee.

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