

***Caldwell School District  
#132***

***Classified Employees***

***Sick Leave Bank***

***2009-2010***



**This handbook is intended to answer many of the questions classified staff has about the use of the Classified Sick Leave Bank. We have also included an annual report of the bank's activities for the 2008-2009 school year.**

Beginning Balance – August 28, 2008	357.04 hrs.
New Members 2008-09: 25 members @ 1 ½ days	363.00 hrs.
	<hr/> 720.04 hrs

Five members accessed the sick leave bank during the 2007-2008 sy.  
Two (2) CSLB requests granted -127.75 hrs.

Donations: -0-

Balance as of August 27, 2009	592.29 hours
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Respectfully submitted by  
Sandy Howard, Chairperson  
Classified Sick Leave Bank

**OPEN ENROLLMENT for the 2009-10 school year:  
8/28/09 through Wednesday, October 7, 2009**

# Classified Sick Leave Bank (CSLB) Policies and Procedures

## **Intent of the Sick Leave Bank**

The purpose of the Classified Sick Leave Bank is to help alleviate hardship caused by absence from work necessitated by catastrophic illness, life threatening accident, mental illness requiring hospitalization, or a life threatening condition (excluding natural processes, pregnancy, elective surgery, and chronic conditions of a non life threatening nature and job related accidents covered under Workmen's Compensation). The bank is not intended to cover short-term disabilities or injuries.

## **Who may join the Sick Leave Bank?**

Any full time classified employee may participate in the *CSLB* after they have been employed continuously for one year, and have the accumulated number of sick days for donation. Each new member will be required to donate two (2) days of their accumulated sick leave to the *CSLB*.

## **Can I get my donated days back if I don't use them?**

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

## **When can I enroll?**

The open enrollment for the 2009-10 school year will close on **Wednesday, October 7, 2009.**

## **If I belonged last year, do I need to re-join?**

No, once you join you are a member for as long as you are employed by this school district.

## **When can I apply for a grant?**

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

1. Must be a member of the Classified Sick Leave Bank
2. Have used all sick leave and personal leave prior to a grant from the *CSLB*.

## **How many days can I be granted from the Sick Leave Bank?**

Members may be granted up to 30 days or 6 weeks absence over a five-year period.

## **Procedure for Request**

Classified employees requesting grants from the *CSLB* need to submit requests to the *CSLB* Committee Chairman and include the following information with their request:

1. Reason for the request (i.e. illness, accident, etc.)
2. Beginning date of absence
3. Date returning to work
4. Number of days/hours requested
5. Letter from the doctor stating dates excused and date you will be released to return to work.
6. In the case of unusual circumstances, the doctor's letter should state complications that may affect the size of the grant from the *CSLB*.

## **Elective Surgery**

Elective surgery should be postponed until school is not in session and will be treated as a non life-threatening situation.

## **GRANTS FOR FAMILY CONDITIONS**

A member of the *CSLB* 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 a family member. (A family member includes spouses, siblings, parents, children, son/daughter-in-law, brother/sister-in-law, father/mother-in-law, grandparents, and grandchildren.) The request must be accompanied by a doctor's letter as to the condition of the family member. A maximum of 7 days, out of the 30 possible days for which can be given every five years, may be used for the condition of a family member.

## **DONATION POLICIES**

### **CERTIFIED, CLASSIFIED AND ADMINISRATIVE BANK DONATIONS**

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

## ***DONATIONS FROM MEMBERS AND NON-MEMBERS***

At anytime during a school year or upon retirement or leaving the district, a member of the bank or a classified non-member may donate their sick leave days to the *CSLB*. Donations of sick leave days cannot be made directly to any individual within the district. Donations (outside of the annual membership drive) from a non-member **are a donation only and do not make the person a member of the bank.** *A Donation Form is available upon request and must be submitted to the CSLB Committee Chairman.*

## **CLASSIFIED SICK LEAVE BANK COMMITTEE**

### **Who is the *CSLB* Committee?**

The *CSLB* Committee is composed of three classified employees and one administrator.

#### **The committee members are:**

- Sandy Howard, Chairman: Caldwell High School, 455-3304
- Mary Ingram, Syringa Middle School, 455-3305
- Lisa Fivecoat, Washington Elementary School, 455-3317
- Lisa Thompson, District Office @ 455-3300

### **Function of the *CSLB* Committee**

The *CSLB* Committee manages the bank:

1. Establishes the number of days necessary to create the bank. They also reserve the right to assess the bank members additional days, if necessary.
2. They establish the guidelines to operate the bank and determine the number of days to be contributed by each member. The committee also makes the decision as to the disposition of each grant application.

It should be emphasized that the function of the *CSLB* Committee is threefold:

1. to determine that persons requesting sick leave days have complied with the provisions of the *CSLB* policy,
2. that the provisions of the *CSLB* are applied consistently, and
3. that the number of days in the *CSLB* remains at a level commensurate with the projected needs of the classified staff members.

### **Assessment of additional days**

When it is necessary to assess additional days from the *CSLB* members to keep the bank solvent, new members enrolling that school year are exempt from adding additional days to the BANK.

The *CSLB* Committee realizes that you may have many questions about the Sick Leave Bank. We have attempted here to answer the questions we feel you may have. Please don't hesitate to contact a sick leave bank committee member if you have any further questions.

# Caldwell School District CSLB Application for Membership

*This application must be turned in to Sandy Howard at Caldwell High School no later than Wednesday, October 7, 2009.*

## **Classified Employees Sick Leave Bank Caldwell School District #132**

I hereby donate two (2) days of accumulated sick leave to the Classified Employees Sick Leave Bank. I understand that the two (2) donated days will remain in the **CSLB** and are non-transferable to another school district should I take employment elsewhere.

I understand that I may be assessed additional donated days if extra days are needed to keep the **CSLB** operational.

*I have read and understand the enclosed information.*

Printed Name: \_\_\_\_\_

School: \_\_\_\_\_

Hours Worked per Day: \_\_\_\_\_ Social Security Number: (for payroll only) \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_