



### **STAFF SICK LEAVE BANK**

The purpose of the sick leave bank is to provide a source of sick leave for employees who sustain a long illness or injury and use up all their accumulated sick leave or for the new employee who likewise sustains a long illness or injury and would not have the accumulated sick leave to use. Days drawn against the sick leave bank are not intended to cover all types of absences which could be covered with sick leave or other provisions of Board Policy but rather may be used only for unusual and unforeseeable illness of an employee Sick Leave Bank member or to care for an immediate family member. Immediate family for sick leave is defined as parent, sibling, spouse, children, step-children and foster children. Other unusual circumstances may be considered by the sick leave bank committee. For purposes of the Sick Leave Bank, pregnancy shall not be considered an unusual or unforeseeable illness or injury, however it does not preclude complications arising from the pregnancy.

Full Time and Part Time employees must donate the equivalent of 1 day's sick leave to join the Sick Leave Bank and will only be compensated from the Sick Leave Bank for their contracted time. If the balance in the bank drops below fifty (50) days, the member employees will have to donate one additional day if they are to stay eligible for this benefit. Fifty (50) days would be the maximum sick leave granted to any member from the sick leave bank per school year. Five (5) days would be the maximum sick leave granted for the care of member's immediate family. Sick leave days remaining in the bank at the end of the school year will be carried over to the next year.

The Sick Leave Bank committee shall determine the validity of member employee's request and determine whether the request shall be denied, granted or granted in part. In making these determinations, the committee shall give consideration to the following factors:

- A. Member's past conservation and fair use of leave policies
- B. The seriousness of past and current illnesses and injuries
- C. Any unusual circumstances involved.

Further, in making these determinations, the committee shall review information presented by the member employee and may consider information available from any other source.

Members will make written application to the sick leave bank committee (through the superintendent's office) for use of the sick leave bank. Requests for use must be accompanied by a letter from the attending physician, stating the individual was not able to return to work.

The Sick Leave Bank committee will notify the applicant and the superintendent's office of its decision in written form. Appeal of the committee's decision can occur if the applicant can produce different information that will support the applicant's request, or if he or she has just cause to say there was discrimination.



A member employee may not withdraw contributed days from the sick leave bank. Once the day has been donated it belongs to the Sick Leave Bank. If the Sick Leave Bank reaches 200 days the School Board has the option of reviewing the Sick Leave Bank procedures. If the membership should drop below fifty percent (50%) of YSD1 employees the validity of the bank will be reviewed by the committee and School Board.

Enrollment in the Sick Leave Bank is limited to the first month of employment or for current employees open enrollment is from the start of the New School Year until October 1 of each year.

In May, the Sick Leave Bank Committee will submit a summary of the current year's activity to the Superintendent and School Board.

The Bank shall be governed by a committee selected from and elected by members of the Bank. The committee shall consist of five members, one from PreK-4, one from YMS, one from YHS, one from classified, one at large. The members will be elected at the beginning of the school year to a 4 year term and elections will be staggered every 2 years.

When a vacancy occurs, it shall be filled with an appointment by the Sick Bank committee for the remainder of the term. The position will be filled by a member from the building the vacancy occurred. A Sick Leave Bank committee member may resign from the committee. The Sick Leave Bank membership may petition for the removal of a committee member by a 2/3<sup>rd</sup>'s vote.

Approved: October 22, 1981  
Revised: August 12, 1993  
Revised: October 14, 2002  
Revised: November 10, 2008  
Revised: February 14, 2011  
Revised: