

PURPOSE:

The Employee Sick Leave Bank is a pool of local sick leave days established to provide additional sick leave days to employees that are faced with prolonged, severe, life-threatening or catastrophic conditions that force them to exhaust paid leave and would otherwise result in loss of income.

The sick leave pool program allows employees to voluntarily donate accrued sick leave to another employee.

QUALIFYING CONDITIONS:

Only absences due to the employee's prolonged, severe, life-threatening or catastrophic illness or injury or that of an immediate family member of the employee, are covered by the sick leave pool.

PROLONGED, SEVERE, LIFE-THREATENING OR CATASTROPHIC CONDITION: an extended critical illness, surgery, injury or temporary disability due to injury or illness that requires the services of a licensed practitioner for a prolonged period of time and which requires an extended absence from work for treatment or recovery and the employee has exhausted all accumulated vacation, state and local leave.

DEPENDENT CHILD: a biological, legally adopted or foster child, a stepchild, a legal ward or a child of a person standing in *loco parentis*, who is either under age 18, or age 18 or older and incapable of self-care because of mental or physical disability.

IMMEDIATE FAMILY: includes:

1. Spouse
2. Dependent child.
3. Parent, stepparent, parent-in-law, or other individual who stands in *loco parentis* to the employee,
4. Sibling, stepsibling, sibling-in-law.
5. Grandparent and grandchild.
6. Any person who may be residing in the employee's household at the time.

ELIGIBILITY:

All full and/or part time regular employees are eligible to request establishment of a sick leave pool. For purposes of the sick leave pool program, regular employee is defined as an employee who is required to work more than four and one-half months each fiscal year. Days donated and used by part-time employees will be prorated according to their regular work schedules.

Sick leave pool may not be granted for the period of disability when monies are paid to the employee under the Workers' Compensation Act.

An employee must exhaust all other available or accrued sick and personal leave, compensatory time and vacation days before applying for sick leave pool days.

ADMINISTRATIVE REGULATION

RE: Employee Sick Leave Bank

HISD – ADM

Policy DEC

An employee must submit a written request for sick leave pool days to the Human Resources Director. The Human Resources Director will notify the employee in writing regarding approval or denial of the request. Upon approval of a request, the Human Resources Director will send out

District-wide notification, informing all employees that an employee sick leave bank has been established for the requesting employee.

An employee may be granted up to the maximum number of days contributed to the pool, not to exceed 40 sick leave pool days per school year.

Upon approval of a request, the Human Resources Director will send out District-wide notification, informing all employees that an employee sick leave bank has been established for the requesting employee. Employees may not solicit fellow employees for donations.

Medical certification by a health care provider as defined by the Family and Medical Leave Act must be submitted with a request for sick leave pool days. Any medical information provided shall remain confidential.

Recertification of a medical condition is required every 30 days and/or when a request is made for additional sick leave pool days.

The District reserves the right to request a second opinion to certify the need for leave by a health care provider designated by the District. The District will assume the cost if a second opinion is required.

DONATIONS:

An employee may donate up to 5 days of **accrued** local sick leave per school year. Accrued sick leave is defined as time that has been earned and banked by the donor and does not include front loaded days that have not yet been earned. A signed statement indicating the number of accrued days the employee wishes to donate to the pool must be submitted to the Director of Human Resources. All donations must be made in at least 1 day increments.

The donation of leave to a sick leave pool is voluntary on the part of the donor. The names of all donors will remain confidential.

Donated days pledged to the pool are not available for use by the donor. Any leave days donated to the pool that are not used by the recipient will be donated to the CATASTROPHIC LEAVE BANK upon the recipient's return to duty.

VOLUNTARY TERMINATION OF AN ESTABLISHED BANK:

Cancellation of an established employee sick leave bank may be effected at any time at the request of the benefiting employee.

The member shall not be eligible to use the bank as of the effective cancellation date.

All volunteered sick leave becomes the property of the District and will be donated to the Catastrophic Leave Bank.

Cancellation requests must be in writing and should be submitted to the Director of Human Resources.

LOSS OF RIGHT TO PARTICIPATE:

A member loses his/her right to use the benefits of the bank:

1. when he/she is suspended without pay, during the period of suspension,
2. when he/she abuses or misuses the Employee Sick Leave Bank Policy,
3. when he/she is on approved leave of absence for other than personal illness, during the period covered by the leave of absence,
4. when a change in employment status makes him/her no longer eligible for membership in accordance with local board policy.

POOL ADMINISTRATOR:

The Director of Human Resources shall administer the sick leave pool program and is responsible for receiving and granting requests and processing donations of sick leave pool days.

AMENDMENT:

These guidelines may be amended upon recommendation of the Human Resources Director followed by the approval of the Superintendent and the Huntsville ISD Board of Trustees.

ADMINISTRATIVE REGULATION
RE: Employee Sick Leave Bank

HISD – ADM
Policy DEC

Adopted: 12/20/2012
Revised: 01/10/2013