



Book	Board Policies
Section	500: Personnel
Title	Sick Leave Bank
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SICK LEAVE BANK

The Board of Education provides its employees with the means to access paid sick leave benefits in excess of an employee's annual individual allotment by the creation of an employee sick leave bank. The intent of the bank is to provide access to extended paid sick leave, subject to the restrictions contained herein, in the event a participating employee suffers a catastrophic illness or incident such as cancer or heart attack, or is required to undergo major, non-elective surgery.

1. Contributions and Membership

- a. All employees of Freeport School District No. 145 who are eligible to receive sick leave benefits under applicable law, contract or Board policy shall be eligible to participate in the Sick Leave Bank.
- b. Participation shall be voluntary and shall commence upon the donation by the employee of two (2) sick leave days, which shall be deducted from the employee's total unused accumulated allotment. Donations for initial enrollment in the Sick Leave Bank must be made within thirty (30) calendar days of employment.
- c. In the event the total number of sick leave days accumulated in the Sick Leave Bank falls below one hundred (100), the Sick leave Bank Committee will open enrollment for a period of thirty (30) calendar days for all eligible employees. All participating members, as a condition of continued membership, will be assessed an additional two days.
- d. Beginning in July, 2001, and at intervals of every two (2) years thereafter, the district will provide a 30-day open enrollment for all eligible employees.
- e. Donations to the Sick Leave Bank are non-refundable to individual employees, except to the extent provided by law.

2. Sick Leave Bank Committee

- a. The Sick Leave Bank Committee will be comprised of seven members. The terms of all Committee members shall be three years in duration. The Benefits Coordinator will serve as the Committee Chairperson.
- b. The Sick Leave Bank Committee will consist of one employee representative from each of the following groups, except as noted:

United Steelworkers of America Local 745L-01
Custodial/Maintenance Association
Transportation Association
Secretaries and other non-represented employees
Administration
The FEA shall be entitled to 2 representatives.

c. Committee meetings will be scheduled as needed and will be called by the Committee Chairperson.

4. The Sick Leave Bank Committee shall:

- i. develop, and present for the Board's consideration,
a description of how to request sick leave bank withdrawal
- ii. develop an application form for sick leave withdrawal
- iii. present other rules for operation, to the Board for its approval, including
establishment of the maximum number of days granted to an individual
employee within a year.

3. Application for Sick Leave Bank Days

a. In order to be eligible to receive days from the Sick Leave Bank, the participating member shall:

- i. be a member of the Sick Leave Bank;
- ii. have exhausted all individual accumulated sick days;
- iii. upon exhaustion of individually accumulated sick days, be absent without pay for at least two (2) consecutive days;
- iv. present to the Sick Leave Bank Committee a licensed physician's statement specifying the nature of the illness or injury, and
the anticipated date of return to employment;
- v. present to the Sick Leave Bank Committee for approval a complete application form provided by the Committee.

b. Sick Leave Bank days will only be provided, at the sole discretion of the Committee, in the event a participating employee suffers a catastrophic illness or incident such as cancer or heart attack, or is required to undergo major, non-elective surgery.

c. All information provided to the Committee will be kept in strict confidence among the members of the Committee.

d. All decisions of the Committee are non-grievable, non-arbitrable, and non-precedential.

e. The Sick Leave Bank is a benefit provided to its employees that is in addition to, and coordinated with, I.M.R.F. or T.R.S. disability coverage.

f. The maximum number of sick days to be granted to any participating employee in any fiscal year (July 1-June 30) will be determined by the committee each year at its first meeting.

g. Applications received by the Sick Leave Bank Committee shall be granted or denied based upon majority vote of the Committee.