

SICK LEAVE BANK PROGRAM

PURPOSE

The SICK-LEAVE BANK PROGRAM is funded through voluntary contributions of sick leave/PTO leave by participating members for the purpose of aiding Todd County School District employees who have exhausted their accumulated leave (sick, personal, annual, PTO) through extended absence due to catastrophic illness or injury of the employee or a member of his/her immediate family (spouse, children, parents, siblings or household member). The Sick-Leave Bank Program should not be viewed as an arbitrary extension of regular sick leave.

PARTICIPANT ELIGIBILITY

All Todd County School District employees who earn sick leave/PTO leave benefits are eligible to participate in the Sick-Leave Bank Program. Beginning July 1, 2008 participation in the SLB for new as well as continuing members of the Sick-Leave Bank will require a contribution of one half day (four hours {prorated for part time employees}). The annual contribution will remain at one half day until such a time that the year-end Sick-Leave Bank balance falls below 20,000 hours. Should this happen, the contribution for the following and subsequent years will be one day (eight hours {prorated for part time employees}). The annual contribution will remain at one day until such a time that the year-end balance of the SLB is 30,000 hours or higher, when the annual contribution will again be reduced to half day (four hour).

This deduction will automatically take place each year after an employee's initial enrollment.

Enrollment into the program can only be made from September 01 through September 15 of any given year.

Employees who are hired after the September 15 deadline of each year may participate in the program if they submit to the superintendent or designee a completed SLBP enrollment form and donate the required hours of their sick leave to the program within ten (10) working days after their first day on the job.

Eligible employees required to complete a probationary period will not be eligible to draw from the Sick Leave Bank Program until the probationary period is over.

ENROLLMENT PROCEDURES

The business office will distribute a copy of this policy and a copy of the Sick-Leave Bank Program Enrollment Form to all new eligible employees. All new eligible employees must complete the SLBP (Sick-Leave Bank Program) Enrollment Form denoting receipt of the policy and participation or non-participation in the Sick-Leave Bank and submit it to the superintendent or designee by September 15 of each school year or within TEN (10) working days following their first day on the job, if they are hired after the commencement of a new school year. New employee enrollment in the program can only occur within this time frame.

Beginning in September of 2000, and every five years thereafter, the board will give returning employees who have not previously joined the Sick-Leave Bank the opportunity to join. Using 1990 as the base year (the beginning of the SLB), returning employees who have never belonged to the SLB may join by donating one day for every year they have been employed from 1990 through 2007. Buy in for service years 2008 and on will be based on the bank's contribution history.

DISENROLLMENT PROCEDURES

Should an employee's application to withdraw days from the Sick-Leave Bank be denied by the Sick-Leave Bank Committee, the employee has the option of withdrawing his/her principal (sick leave days previously donated) and quitting the bank. These days would then become available as regular earned sick leave. This request to withdraw from the bank must be submitted in writing to the superintendent or designee.

Any other participating member withdrawing from membership in the bank, or declining to make continued contributions as required will not be able to withdraw previously contributed days. All requests to withdraw from the bank must occur between September 1 and September 15 of any given year; withdrawals must be submitted in writing to the superintendent or designee.

Once an employee drops from the program, reinstatement is not possible.

REQUESTS TO DRAW FROM THE SLBP

1. Complete the SLBP Request/Statement of Condition Form and submit it to the Human Resources Office.
2. All applications must be accompanied by a health care provider's statement which includes the beginning date of the condition; description of illness or injury; estimated duration of illness or injury. All applications must indicate the number of SLB hours being requested.

If the participant disagrees with the decision of the Sick-Leave Bank Committee, he/she may appeal the decision to the superintendent within thirty (30) days of the committee decision. If the participant disagrees with the decision of the superintendent, he/she may appeal the decision to the Board of Education, whose decision shall be final. Decisions relating to the SLBP shall not be subject to grievance procedures.

SLBP LIMITATIONS

Ninety (90) days (720 hours – prorated for part-time employees) may be awarded to SLBP participant in any given school year. Awards to part-time personnel or persons hired after the school year has begun will be on a prorated basis. Awards of more than thirty (30) days (240 hours) will be referred to the superintendent for approval.

Withdrawal of days from the SLBP by participant cannot be deducted from the recipient's future accumulated sick leave/PTO leave.

"A catastrophic illness or injury is an acute or prolonged illness usually considered to be life threatening or with threat or serious residual disability i.e. AIDS, major burns, trauma with residual paralysis or coma; and terminal cancer; or one that results in a medical condition that a physician has certified is likely to

result in a loss of 30 or more work days.” Once the committee determines eligibility and the applicant meets the 10 day criteria the awards would begin on the eleventh (11th) day.

CRITERIA FOR THE WITHDRAWAL OF DAYS FROM THE SLBP

1. Pre-existing conditions will not be a factor when application is made to withdraw days from the SLBP.
2. Previous leave history will be considered by the committee. The applicant’s principal/supervisor will review past leave patterns and make a recommendation to the Sick leave Bank Committee before the committee will review the application.
3. Pregnancy leave is not a criterion for withdrawal, but complications due to the pregnancy will be considered.

ADMINISTRATION OF THE SLBP

A five (5) person SLBP Committee composed of one person from each employee group (teacher, administrator, para professional, classified) and a Board of Education member will review all requests to withdraw days from the SLBP. Vacant slots will be filled by the Board of Education upon the recommendation of the superintendent.

Withdrawal of days from the bank will be on a first-come, first-serve basis.

Record keeping will be the responsibility of the district Business Office. Should loss of pay inadvertently occur through late notification, such loss shall be restored in the next pay period following approval of the request for withdrawal from the SLBP.

Should the bank be depleted in any given year, members may donate more days, or the bank will be closed for that school year.

Those employees leaving the district or who are at the maximum days allowed may donate unused sick leave/PTO leave to the bank between May 01 and June 15.

If an employee does not return to the employment of the Todd County School District in the succeeding year (by resignation, not signing a contract, or nonrenewal/termination), the board will require a reimbursement of 50% of hours awarded by the Sick-Leave Bank during the last year of employment. Such payment to the Todd County School District shall be in the form of a money order or deducted from the remaining payroll checks. This requirement will be waived if the resignation is for medical reasons, supported by a doctor’s statement. The requirement may also be waived at the discretion of the superintendent.

An annual report will be prepared by June 30 of each school year by the district Business Office. The report will detail the activity of the SLBP for the year and will be presented to the Board of Education and to all Sick Leave Bank Program members.

ADOPTED: August, 1990
REVISED: June 10, 1991
REVISED: March 14, 1994
REVISED: August 8, 1994
REVISED: September 23, 1996
REVISED: July 10, 2000

REVISED: October 24, 2005
REVISED: November 13, 2007
REVISED: April 14, 2008
REVISED: March 29, 2016