

# PLEASANTVILLE SCHOOL DISTRICT

## EMPLOYEE SICK LEAVE BANK GUIDELINES AND RULES

### Committee Members:

#### Management:

1. Garnell Bailey
2. Daile Dixon-White
3. Temera Stafford

#### Association:

1. Timothy Newkirk (PEA)
2. Regina Wilkins (PEA)
3. Lapell Chapman (PAA)

### Definition

This committee is formed by the Board of Education and majority representatives of the largest employee associations for establishing an Employee Sick Leave Bank.

### Application Guidelines for Membership in the Employee Sick Leave Bank

1. The application and guidelines will be available on the district's website under the Department of Human Resources.
2. The Employee Sick Leave Bank will have open enrollment twice each year (months of July and September). Employees may submit a completed application during the months of July or September in order to become a member of the Employee Sick Leave Bank.
3. Employees may donate one (or more) sick day, personal day or vacation day in order to become a member of the Employee Sick Leave Bank. Once days are donated they are deemed non-refundable.
4. Employees may choose to donate up to 5 leave days during their initial enrollment. These employees will follow the same guidelines as other employees after the initial enrollment period. Each member will have one sick day deducted automatically in each future year.
5. Employees may choose not to be a member of the Employee Sick Bank and may donate up to 5 days during any open enrollment per year.
6. If the sick leave bank has greater than 1,000 available days (on September 1<sup>st</sup> of each year) there will be no additional days deducted from the employee's leave balance during that academic year. If the sick leave bank is under 1,000 days (on September 1<sup>st</sup> of each year) and needs to be replenished, all members of the Employee Sick Bank will have 1 sick day automatically deducted pursuant to paragraph 4 above.
7. Employees may change their type of donation day only with a written request to the Department of Human Resources during any open enrollment period.

## **Eligibility Guidelines in Order to Use Donated Sick Leave Bank Days**

1. The employee must be a member of the Employee Sick Bank and have exhausted all accrued sick, vacation and personal time before they are eligible to receive sick leave bank days.
2. The member of the Employee Sick Leave Bank must apply in writing to the Employee Sick Leave Bank Committee requesting the use of sick leave bank days. The request must clearly state the nature of the illness and the exact leave time requested.
3. The written request must be accompanied by a medical certificate from a physician, clearly indicating the nature of the medical condition, the prognosis and the duration of the leave request. The committee may request from the employee a second opinion from another physician not from the same practice. Failure to provide the correct documentation will result in the delay of processing leave requests.
4. The request for sick leave bank days must be for a catastrophic or life threatening illness or injury. Catastrophic illness or injury is as defined in Webster's Dictionary. Definition of catastrophic illness is defined as severe illness requiring prolonged hospitalization or recovery. Life threatening illness or injury shall be determined by the individual's physician. The initial medical certificate must include the cause of the illness, treatment plan, prognosis, return to work date and must be signed by a medical doctor.
5. The original leave request must be for a minimum of thirty days and updated physician statements must be provided every thirty days thereafter. Physician statements must be sent directly to the Human Resources Department. Sick leave days may only commence after the Committee grants the request and days can only be used starting on the date the initial application was received by the Committee.
6. The committee may require that the employee's sick leave bank request and medical documentation be reviewed by the District's Chief Medical Examiner. An additional exam by a board certified specialist in the specialized field of medicine may also be required.
7. Employees may receive a lifetime maximum of 185 days for 10 month employees and 225 for 12 month employees during their membership in the Employee Sick Leave Bank.
8. If an employee withdrew sick bank days and opts out from the sick bank during their employment with the district, the employee has to return the days.
9. The employee's personnel/medical file may be reviewed by the Director of Human Resources and the district's medical officer as part of the discussion when considering the granting of sick bank days.

## **Operations of the Employee Sick Leave Bank**

1. The committee will meet as needed to vote on all employee requests to use days from the sick bank or to discuss any sick leave bank discrepancies cited either by management or by the associations. Changes to the Employee Sick Leave Bank guidelines can only be approved by a majority vote of all committee members.
2. The Employee Sick Leave Bank committee must approve all requests to use sick leave bank days. Approvals to use days will be granted by a majority vote (4) of all committee members.
3. Committee members may vote by conference call so long as they have been involved in all discussions related to the request. This method will be used only in extreme cases where a committee member is incapacitated.
4. After proper documentation is received, a decision will be made within 14 days.