

GUIDELINES FOR THE TAYLOR ISD SICK LEAVE BANK

SECTION I: PURPOSE AND DEFINITION

A. Purpose

The purpose of the Sick Leave Bank is to provide additional sick leave days to members of the bank in the event of an unexpected extended illness, non-elective surgery, or a disability due to an injury. Days may be requested from the bank only after the member has exhausted all accumulated state, local, and extended sick leave days.

B. Definitions of Sick Leave Days for Members

Sick leave days from the bank are those days granted to a member who through an unexpected critical illness, surgery, injury, catastrophic illness, or disability, is unable to perform the duties of his/her position.

SECTION II: MEMBERSHIP

A. Eligibility

All personnel eligible for sick leave shall be eligible for membership.

B. Procedure for joining the Sick Leave Bank

1. Any employee who is eligible to join the Sick Leave Bank may do so by contributing one day of accrued or anticipated local sick leave. An employee desiring to join during the current school year must be able to earn at least one day from the time of his/her employment until the completion of his/her total number of days of work at the end of the school year.
2. The enrollment period for current employees and new employees hired prior to the opening of the school year shall be July 1st through September 30th.
3. All personnel who join the bank within the enrollment period are eligible for membership beginning with their first official day of work.
4. New personnel employed after the enrollment period are eligible to join as soon as they begin their work. Such personnel must join within thirty (30) days of beginning employment.
5. Employees desiring to join the bank shall complete the membership application form and submit it to the Personnel Office. The Personnel Office shall verify the employee's eligibility and upon approval of the application send it to the payroll department in the Business Office.

SECTION III. REGULATIONS CONCERNING CONTRIBUTION OF DAYS

- A. To become a member of the bank, an employee must contribute one day from his/her accrued or anticipated local sick leave for the current school year.
- B. These days will be subtracted from the member's local sick leave record.
- C. The one day donated becomes the property of the Taylor ISD Sick Leave Bank. ALL DONATIONS WILL REMAIN IN FORCE AND CANNOT BE RETURNED, EVEN UPON CANCELLATION OF MEMBERSHIP.
- D. For bank purposes the school year will be from August 1st through July 31st. If a member uses a day or more from the bank during this period, he/she will be required to donate an additional day the following school year (August through July) in order to have continuing membership in the bank.
- E. If the Bank falls below one time (1X) the number of participating members on August 31st, continuing participants must contribute one extra day effective September 1st of the next school year.
- F. If a member decides to cancel his/her membership in the bank, the days contributed for the membership remain the property of the Bank. If, at a later date, this individual wishes to rejoin the bank, he or she may do so during the enrollment period by again donating a day.
- G. Personnel who terminate their employment with the district forfeit membership in the bank at the effective date of termination. If the employee wishes to regain membership in the bank upon his/her return to the district, one day must again be donated.
- H. Personnel on approved leave of absence will retain membership in the bank and will not be required to donate additional days.
- I. Personnel retiring from Taylor ISD may contribute up to twenty (20) days of unused local sick leave to the Sick Leave Bank.

SECTION IV. REGULATIONS CONCERNING GRANTING OF SICK LEAVE DAYS FROM THE BANK

A. Granting of days from the Sick Leave Bank

- 1. Conditions known to exist by current employees on or before joining of the Sick Leave Bank within the enrollment period will be covered under provisions of the Sick Leave Bank.
- 2. Conditions known to exist by new employees on or before the joining of the Sick Leave Bank will not be covered under provisions of the Sick Leave Bank during the first year of employment.
- 3. Sick Leave days from the Bank are available only in the event of unexpected critical illness, surgery, injury, catastrophic illness, or disability. Complications arising from child birth may be considered by the Taylor ISD Sick Leave Bank committee on an individual basis.
- 4. Stress-related illness will be covered for hospitalized days only.

5. Sick leave days from the Bank will be granted only after the member has exhausted all accumulated state, local, and extended sick leave days.
6. A member may apply for days from the Sick Leave Bank only after being absent from work the number of days requested. Days will not be given in advance.
7. Days from the Bank shall be granted only for illness, injury, surgery, or other disability to an employee or a member of the employee's immediate family which necessitates an absence from work for five (5) consecutive working days or longer. In case of chemotherapy or other cancer treatment, days can be granted for 1 to 4 days absence. For purposes of the sick leave bank only, the definition of immediate family shall be the same as the definition under the Family and Medical Leave Act.
8. The maximum number of Sick Leave Bank days that may be granted to an employee during the year (August 1st through July 31st) will be thirty (30) days.
9. If a member who has received less than 30 days from the Sick Leave Bank returns to work and then is ill again with the same or a different illness, he/she may apply to the Sick Leave Bank for additional days needed, the total not to exceed thirty (30) days per year. Each separate illness applied for must meet the initial criteria.
10. Sick leave days from the Bank may not be granted for the period of disability when monies are paid to the member under the Workers' Compensation Act.
11. All unused sick leave days in the Bank at the end of the school year (July 31st) shall be carried over to the next school year (August 1st through July 31st).

SECTION V. PROCEDURES FOR REQUESTING SICK LEAVE BANK DAYS

- A. Should the member have an unexpected critical illness or injury necessitating the need for additional days after all accumulated state, local, and extended sick leave days have been used, the member may submit a request for days from the Bank.
- B. A member who requests days from the Bank must submit to the Sick Leave Bank Committee forms containing the following information:
 - Completion of the attending physician's statement which includes:
 - Identification of the nature of the illness and/or extent of the injury.
 - Date of initial onset of this particular condition.
 - Date eligible to return to work on a full or part-time basis.
- C. Forms for the above purposes have been prepared and are available from the Personnel Office.
- D. The Committee may refuse to consider an application that does not contain the required information.
- E. Requests must be submitted within 30 days after exhausting accumulated state, local and extended sick leave days.

- F. If a member is critically ill and unable to file an application for sick leave days from the Bank, the school principal, immediate supervisor, or department head may initiate the application form at the request of the family.

SECTION VI. GOVERNING COMMITTEE

- A. Name: The governing committee, which will approve or disapprove all requests for Sick Leave Bank Days, shall be called “The Taylor ISD Sick Leave Bank Governing Committee.”
- B. Composition of Membership of the Governing Committee: Membership of the Governing Committee shall consist of representatives as selected below:
- District Nurse Coordinator
 - Director of Personnel
 - Yearly rotation of remaining Campus Nurses
 - Campus Principal/Department Supervisor of employee

Members of the committee shall review HIPPA regulations periodically for updates/changes. All members shall remain members of the committee each year. Campus nurses shall be the only members to rotate in and out of the committee each year. The Superintendent retains authority to modify membership as well as to select a different chairperson of the District sick leave bank governing committee.

Duties and Responsibilities of the Committee:

1. The District Nurse Coordinator will be the chairperson for the Committee.
2. All applications for Sick Leave Bank days shall be reviewed individually by the committee.
3. If necessary, a member may be requested to appear before the committee to substantiate his/her case.
4. The Committee shall determine the number of days approved up to thirty (30) days and reserves the right to approve, disapprove or modify the days requested.
5. A member may appeal the decision of the Committee by writing a letter to the Superintendent requesting to appear in person before the Committee.
6. An employee may appeal a decision made under this policy in accordance with DGBA (LOCAL), beginning at Level Two.

SECTION VII. FINAL DECISIONS

Procedures for deciding any questions not covered herein:

Any question concerning membership, regulations, or application for sick leave days that may arise after adoption of this plan and not specifically covered herein, shall be submitted to the Committee who will make a recommendation to the Superintendent for a final decision.

SECTION VIII. AMENDMENT PROCESS

- A. These guidelines may be amended upon recommendation of the Committee of the Sick Leave Bank followed by approval of the Superintendent of Taylor ISD.
- B. Any substantial change in the program must also be approved by the Board of Trustees of Taylor ISD.