



ALEDO INDEPENDENT SCHOOL DISTRICT SICK LEAVE BANK GUIDELINES [IN ACCORDANCE WITH BOARD POLICY DEC (LOCAL)]

SECTION I A. Purpose

The purpose of the Sick Leave Bank (SLB or Bank) is to provide paid sick leave bank days to members of the bank who are unable to perform the duties of their position due to a catastrophic illness or injury and has exhausted all paid leave.

B. Definitions

1. Sick Leave Bank - A pool of local leave days voluntarily contributed by eligible employees to be used by members who have exhausted all paid leave but are unable to perform the duties of their position due to a catastrophic illness or injury of the employee.
2. Sick Leave Bank Days - Days granted to a member from the SLB.
3. Eligible Employee - An individual who is regularly scheduled to work at least 30 hours per week and who is employed in an allocated budgetary position.
4. School Year - The 12-month period beginning September 1 and ending August 31 of the following year.
5. Catastrophic Illness or Injury - A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee.

Examples of, but not limited to, include:

- a. Any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical care facility; or
- b. A period of incapacity requiring absence of more than ten calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a licensed health care provider; or
- c. Any period of incapacity due to pregnancy, or for prenatal care; or
- d. Any period of incapacity or treatment due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.); or
- e. A period of incapacity that is permanent or long-term due to a condition for which treatment may be effective (e.g., Alzheimer's, stroke, terminal disease, etc.); or
- f. Any absence to receive multiple treatments (including any period of recovery) by, or referral by, a licensed health care provider (e.g., chemotherapy, physical therapy, dialysis, etc.)

SECTION II

A. Membership Eligibility

All district employees who are regularly scheduled to work at least thirty (30) hours per week, are in an allocated full time budgetary position, and who are eligible to earn at least three (3) days of local leave in the school year in which application for membership is made, are eligible to join the Sick Leave Bank. A district employee whose membership in the Sick Leave Bank was involuntarily revoked may not rejoin.



B. Enrollment

1. Any eligible employee may join the Sick Leave Bank by completing an application form and contributing two (2) days of accrued local sick leave. An employee desiring to join during the current school year must be able to earn at least three (3) days between the date of his or her employment and the end of the school year in which membership is sought. Completed applications should be submitted to the Human Resources Department.
2. The enrollment period for current employees shall be September 1 through September 30 of each school year. The effective date of coverage is the employee's first official workday of the new school year. Late applications will not be accepted.
3. New employees must apply for membership within thirty (30) calendar days of employment. Membership will not be effective until the first day of the month following sixty days of employment (e.g., An eligible employee who is hired on September 15 and applies for membership during the first 30 calendar days of employment will become a member on December 1).

SECTION III C. MEMBER CONTRIBUTIONS TO SICK LEAVE BANK

1. **Initial Contribution.** Each applicant for membership to the SLB must contribute two (2) days from his or her accrued local leave. The District will subtract the donated days from the employee's local leave balance. The donated days become the property of the SLB. Donated days are not returned to the employee, even if the employee's membership in the SLB ends.
2. **Repayment of SLB days.** Members who do not use days from the SLB during a school year normally are not required to donate two (2) additional days from their accrued local leave each year to remain a member. A member who uses days from the bank during a school year must donate an additional two (2) days the following school year to remain a member of the SLB. Refusal to repay days to the SLB when required will result in immediate cancellation of membership and the member will not be eligible to reapply for membership.
3. **SLB Reserves.** Upon commencement of the first year of the SLB, there is a minimum participation requirement of 50 members in order to establish a SLB for the school year. For subsequent years, this minimum participation number may increase as the District size increases. When SLB reserve days fall below two times the number of members, the Sick Leave Bank Committee will require members to donate a minimum of one (1) additional local leave day to replenish SLB reserves. If a member does not have the required additional local leave day to donate, his/her membership will be suspended for the remainder of the school year. The suspended member will be required to wait until the next enrollment period to apply with the two (2) local leave days required of new enrollees.
4. **Closure of SLB.** If the SLB Reserves are depleted or become critically low and there is not sufficient membership to sustain the Bank, the SLB Committee will close the Bank and all membership and benefits will end for that school year. All donated leave will be forfeited.
5. **Voluntary cancellation of membership.** If a member cancels his or her membership in the bank, this request is required to be in writing. Days contributed for membership remain the property of the bank. If the employee wishes to rejoin the SLB at a later date, he or she may do so only during the next enrollment period and must donate two (2) additional days.



SECTION IV SICK LEAVE BANK BENEFITS A. Restrictions on Use of Leave

1. A member may receive a minimum of ten (10) and a maximum of thirty (30) days from the SLB in any school year.
2. A member may receive sick leave bank days only for a severe condition or combination of conditions affecting the mental or physical health of the employee (as defined above) that requires the member to be absent from work.
3. The Sick Leave Bank will not cover routine parental leave following the birth of a child. However, extended absences caused by serious medical complications arising from pregnancy, childbirth, or related medical conditions may be considered by the Sick Leave Bank Committee on an individual basis based on the criteria set forth above.
4. A member may make application in advance of need from the Sick Leave Bank. Days awarded will be given once the required absence(s) occur (days will not be given in advance).
5. Days from SLB will be granted only for a catastrophic illness or injury of the employee which necessitates an absence from work of ten (10) consecutive days or longer.
6. Sick Leave Bank days shall be granted only for absences from working days and will not be granted for holidays, vacation days, or other such days for which the member is not actually scheduled to work.
7. A member who has received fewer than 30 days from the Sick Leave Bank in a school year, returns to work, and then experiences the same or different catastrophic illness or injury for the employee, may apply to the Sick Leave Bank for additional days. The Sick Leave Bank Committee may grant the request if the absence qualifies as a catastrophic illness or injury, but the total days granted may not exceed thirty (30) days per school year. The maximum number of days awarded for life per member is ninety (90) days.
8. A member may only be paid for the actual amount of salary the member is docked less standard payroll deductions. Payment to the member will be made only in the member's regular payroll check and only after the Sick Leave Bank Committee's approval of the member's requested days.
9. A member may not receive sick leave days from the bank for a period of disability for which the member receives benefits under the Workers' Compensation Act unless the member has exhausted all workers' compensation temporary income benefits as well as his or her own paid leave.
10. All unused days in the SLB remaining at the end of the applicable school year will be carried over to the next school year.

B. Membership in the SLB will end for the following reasons:

1. Termination of the member's employment with the Aledo Independent School District for any reason.
2. Suspension without pay of the member (no sick leave bank benefits may be received during the suspension).
3. Voluntary cancellation of membership must be in writing, directed to Director of Human Resources (however, member will not receive a refund of days donated to the SLB).



4. Any abuse or misuse of SLB guidelines or rules as determined by the SLB Committee will be reported to Central Administration as a recommendation for resolution. (Note: A member who misuses SLB benefits may be required to reimburse the Bank for any costs incurred).
5. An approved leave of absence other than for personal illness (during such leave of absence, SLB membership is suspended and no benefits may be granted).
6. Engaging in any employment or self-employment during a period of absence for which the member applies for and receives SLB days.

SECTION V PROCEDURE TO APPLY FOR SICK LEAVE DAYS

A. A member who requests days from the SLB must submit the following:

1. A completed Request for SLB Days on the form provided by the SLB (see #6 for form location).
2. A statement from the member's attending physician or licensed health care provider which includes:
 - a. A description of the nature and/or extent of the catastrophic illness or injury.
 - b. Date of initial onset of the condition.
 - c. Anticipated date eligible to return to work on a full-time basis without restrictions.
 - d. Anticipated days, if any, for follow-up examinations and treatments.
3. The physician's/licensed healthcare provider's statement must be legible, personally signed by the physician/licensed healthcare provider, and completed in lay language. The statement must be completed on the form provided by the SLB. The Sick Leave Bank Committee will not consider any physician's/licensed healthcare provider's statement unless it is on the appropriate form and is filled out completely.
4. Any additional information requested by the Sick Leave Bank Committee.
5. Completed requests for SLB days must be submitted to the Director of Human Resources no less than 48 hours prior to a scheduled Committee meeting for the request to be considered.
6. Appropriate forms are available in the principal's office at each school, in the District's Human Resources office, and on the District's website under Human Resources Forms.
7. The SLB Committee may refuse to consider an application that is untimely, does not contain the required information, or is otherwise incomplete.
8. A member's refusal or failure to promptly submit all information requested by the SLB Committee may result in a denial of the member's request for SLB days or a delay in the determination of such days.
9. If a member's incapacity is of such a nature that he or she cannot personally apply for SLB benefits, the application may be submitted on the member's behalf by his/her campus/department administrator or member of the employee's family.



SECTION VI SICK LEAVE BANK COMMITTEE A. Name

1. The governing committee, which will approve or disapprove all requests for Sick Leave Bank days, shall be called the Aledo Independent School District SLB Committee (the "Committee").
2. Membership on the SLB Committee will be composed of:
 - a. Five voting members who are elected by the members of the SLB:
 - One (1) representative from elementary school professional staff
 - One (1) representative from middle or intermediate school professional staff
 - One (1) representative from high school professional staff
 - One (1) representative from paraprofessional/auxiliary/child nutrition staff
 - One (1) representative from central administration staff
 - b. Nonvoting Members
 - (1) The Director of Human Resources shall serve as the facilitator of the SLB (unless in the event of a tie or if a committee member is the individual who is a requestor of SLB days).
 - (2) The SLB Committee may request that the Payroll and Benefits Coordinator serve as a nonvoting member of the Committee.

B. Term of Office

A member of the SLB Committee will serve for two (2) school years which constitutes one term. A committee member can serve multiple consecutive terms.

C. Member Selection Procedures

1. A request for nominations to fill open positions on the Committee will be solicited to the identified represented group for their nomination. These represented groups consist of one (1) representative from elementary school professional staff; one (1) representative from middle or intermediate school professional staff; one (1) representative from high school professional staff; one (1) representative from paraprofessional/auxiliary/child nutrition staff and one (1) representative from administration.
2. Only members of the bank for the identified represented group are eligible to vote on their representative Committee member.

D. Duties and Responsibilities of the Sick Leave Bank Committee

1. A majority of the voting members of the Committee will constitute a quorum. All decisions made by the Committee are to be by majority vote of the members attending the Committee meeting. In the event of a tie, the Director of Human Resources will cast the deciding vote.
2. All requests for SLB days shall be reviewed individually by the Committee in a called meeting. The Committee reserves the right to request additional information from a member who has requested days from the SLB. A member's failure or refusal to promptly provide all information requested may result in denial of or delay in the determination of the member's request for SLB days.



3. The Committee will determine the number of days approved for any member. It may be a minimum of ten (10) days and up to thirty (30) days in a school year. The Committee reserves the right to approve, disapprove, or modify the number of days requested.
4. All decisions regarding the SLB may be appealed in accordance with DGBA (LOCAL), by submitting a written request for review to the Director of Human Resources and requesting to appear in person before the Committee. In accordance with DGBA (LOCAL), an appeal must be submitted to the Director of Human Resources no later than the tenth business day after the Committee's decision was received. The Committee will consider the member's appeal and may request additional information concerning the member's request.
5. The Director of Human Resources will process and submit to payroll all approved SLB days for the membership. These records will be maintained in the Human Resources department.
6. Because Committee members have access to highly confidential medical information and records about District employees, each Committee member agrees to maintain in strict confidence all employee information provided to the Committee. Each member will be required to sign a confidentiality statement. If confidentiality is not maintained, the Committee member may be removed from the Committee and this violation will be documented.
7. If a SLB Committee member has a family member request come before the Committee, that individual is unable to vote on his/her own family member's request for SLB days.