

Sick Leave Bank
Donation & Membership Form

NAME: _____ **DATE:** _____
(Please Print Full Name)

I hereby acknowledge that I have received a copy of the Dulce Independent School District Sick Leave Bank Policy. I understand said policy and make the following choice:

___ I do wish to be a member of the Sick Leave Bank and give permission for initial and annual contributions of days below according to policy.

___ I do NOT wish to be a member of the Sick Leave Bank and do NOT give permission for initial and annual contributions of days below. I understand that I will not be eligible for use of Sick Leave Bank days if I choose this option.

I give permission to the Dulce Independent School District and its representative to deduct two (2) days of initial Sick Leave Bank donation, as well as one (1) day annually thereafter until such time that the Sick Leave Bank has been depleted, annual days will again be deducted from my accrued leave until capacity is reached again and this cycle will continue. I understand that I must revoke this action in writing by September 30 of each year if I no longer wish to participate in the Sick Leave Bank.

Signature

Witness

Please return this form by September 30th.

**G-3100 GCCG PROFESSIONAL STAFF VOLUNTARY
TRANSFER OF ACCRUED SICK LEAVE**

(Sick Leave Bank)

The Sick Leave Bank is to provide sick leave bank member employees additional sick leave when *catastrophic illness or disability* occurs that requires extended hospitalization, treatment and/or home confinement of the employee or employee's immediate family. Catastrophic illness or disability is defined as any illness or disability involving or resulting in substantial, often ruinous, medical expense. Maternity leave is not eligible. Maternity leave, as defined in the Dulce Board of Education Policy Manual, is for up to twelve (12) weeks during a twelve (12) month period unless the pregnancy or childbirth develops into a catastrophic illness or disability.

- *Sick Leave Bank Membership:* Employees who wish to join the sick leave bank will contribute two days sick leave in their first year of membership and add one day per year, thereafter, until the bank has accumulated five hundred (500) days. The days are deducted from employees leave the first payroll in November. No more days will be added to the bank until the bank is depleted to three hundred fifty (350) days, except for those days donated by new members. When the bank is depleted to three hundred fifty (350) days each member will contribute one day except for those members who just joined the bank that year and have given two (2) days during that current year.
- Employees who wish to join the sick leave bank must do so by September 30 of each year during the Open Enrollment. Each new employee will be requested to sign a form either accepting or rejecting membership in the sick leave bank by September 30. Cancellation membership from the bank by a member must be received, in writing, by the business office payroll department by September 30. Continued membership will be assumed unless the employee notifies the payroll office by written notice of membership withdrawal. Dropping membership will not entitle the employee to previously donated days.
- All accrued leave (sick, personal, and vacation) must be used before a sick leave bank member may receive days from the bank.
- A request for using sick leave days from the bank must be submitted on the proper form to the sick leave bank committee record keeper (payroll officer). The proper request form must also be accompanied by a licensed physician's statement, signed by the employee's physical or attending physician. The maximum number of days given from the bank per request is thirty (30) days, with only ten (10) days at one time being released. A review of the case by the committee must follow each 10-day increment granted. Additional days must be requested by submitting a new application to the sick leave bank committee record keeper.
- An employee who is approved to withdraw sick leave days from the bank will not be required to pay back those days except as a regular contributing member of the bank.
- Employees may, at any time, donate additional days to the sick leave bank.

Sick Leave Bank Committee

The committee shall be composed of nine (9) members: three (3) teachers, two (2) administrators, two (2) support personnel, the payroll officer and the school social worker. District employees will be asked to serve on the committee on a volunteer basis, or a site administrator will appoint the committee member needed from that site to fill a committee member vacancy. A committee member will serve a two (2) year staggered term.

- The sick bank leave committee will consider granting leave based on a written doctor's statement. The determination will be based on the following terms: if the case is catastrophic, the past history of sick leave usage, and the merits of any completing claims for sick leave bank benefits that could deplete the benefits available to other members. The committee may grant less than the number of days or length of sick leave requested by the member, or the committee may deny the request if all the above criteria are not met.
- The sick leave bank committee will meet as necessary when requests are submitted for review and consideration. Committee members will be notified by the record keeper of a need to have a meeting. Meetings will be held at a designated time in the District administration building. A majority of members (five {5} members or more) must be present as a quorum before a meeting may be conducted.

Adopted: November 19, 2013