

(DRAFT)**Personnel****Sick Leave Bank Procedures**

CONTEXT: After the creation of 5406 Sick Leave Bank, the SI, trustees and LEA President requested a procedure that outlines how the sick leave bank operates to ensure fair and consistent application of processes for both Certified and Classified staff groups.

Purpose

The purpose of this procedure is to establish a consistent process for employee enrollment, application, review, approval, and participation in the Lakeland Joint School District Sick Leave Bank.

Employee Enrollment

~~During the onboarding process,~~ Human Resources ('HR') will provide all eligible new employees with information regarding the Sick Leave Bank Program **during the onboarding process.**

All eligible employees must complete a Sick Leave Bank Enrollment Form by selecting one of the following options:

- Enroll in the Sick Leave Bank by authorizing the donation of one (1) day of accrued sick leave.
- Decline participation by indicating they do not wish to enroll.

If you decline enrollment, you will have the opportunity to enroll at the start of each new school year between August 1 through 15 during the open enrollment period.

Once an employee is enrolled in the Sick Leave Bank, they will not be required to donate a day unless they borrow from the bank or if the bank becomes insolvent.

Completed enrollment forms will be maintained in the employee's personnel file.

Requesting Sick Leave Bank Benefits

Members of the Sick Leave Bank may request benefits for the following events:

- ~~• The death of an immediate family member which includes a spouse, children, siblings, parents, grandparents, grandchildren, in-laws, same members of the spouse's family, and dependents residing in the household; or~~

- To recover from an involuntary personal illness or injury. (Involuntarily illness or injury excludes elective surgery, maternity leave, and other similar voluntarily incurred illnesses or injuries).
- To assist in the care of an immediate family member who is experiencing an involuntary illness or injury.

Step 1: Submit your request to HR via email. ~~An employee requesting Sick Leave Bank benefits for a qualifying medical event must submit a request to Human Resources via email.~~

Step 2: HR will respond with a Sick Leave Bank Application ('Application').

Step 3: The employee will complete the Application, with the medical certification section completed by a licensed medical provider, if applicable.

Step 4: Email your completed Application to the HR Director. ~~Sick Leave Council.~~

Applications are subject to the following limitations:

- An employee may only request a maximum of 20 workdays per application.
- An employee may make additional requests pertaining to the same ~~application incident or illness~~, if additional leave is necessary. (i.e.: if you have applied for five (5) days and you need an additional five (5) days, you may make an additional request. HOWEVER, if you have utilized 20 days, no further requests may be made on that application.)
- ~~A maximum of 85 workdays may be received from the Sick Leave Bank during the entirety of the employee's employment.~~
- An employee may withdraw up to 85 days during their employment with the district whether the employment is continuous or fragmented.
- The Sick Leave Bank does not cover bereavement leave.

Council Review

Upon receipt of a completed Application to the Sick Leave Bank, HR will:

- Verify that all required documentation has been received.
- Maintain the employee's confidentiality by omitting the employee's name and any personally identifying information.
- Provide the council with an Application Summary.

Council members will review the Application Summary to determine whether it meets the eligibility requirements established by the Sick Leave Bank guidelines and will submit their vote to HR by email.

The Application Summary will include the following information:

- Whether the employee is certified or classified;
- The employee's length of service with the District;
- Whether the employee's intent is to return to work, when ~~able known~~;
- Whether the employee has previously withdrawn days from the bank, and how many days have been previously provided;
- Frequency of Sick Leave Bank utilization;
- The general reason for the Sick Leave Bank request, without violating the Health Insurance Portability and Accountability Act ('HIPAA'); ~~providing unnecessary confidential medical information~~;
- The amount of ~~time leave~~ currently available in the applicable Sick Leave Bank: (Days for the Certified Sick Leave Bank; or Hours for the Classified Sick Leave Bank); and
- The amount of Sick Leave Bank time being requested.
- ~~Any other information necessary for the council to make an informed decision determine whether the request meets the Sick Leave Bank requirements.~~

Approval Process

If the Sick Leave Bank Council approves the **Application Summary**:

- HR will notify the employee of the approval.
- HR will deduct the approved number of days from the Sick Leave Bank balance.
- **HR will notify Payroll.**
- Payroll will transfer the approved number of sick leave days to the employee's sick leave balance.

Denial Process

If the Sick Leave Bank Council denies the **Application Summary**:

- HR will notify the employee in writing.
- The notification will include the reason(s) the request was not approved.

Continued Employee Participation

~~If an employee borrowed from the bank they will be required to donate an additional day the following school year for continued participation in the bank.~~

All members will be required to donate one (1) day on your initial enrollment. For the Sick Leave Bank to remain solvent, members will be asked to contribute one (1) additional day if the bank drops below 25% of member contributions. Your enrollment continues annually unless you choose to leave the Sick Leave Bank. If you applied and used time from the Sick Leave Bank, you will be required to donate one (1) day back to the Sick Leave Bank the following school year in order to maintain participation in the Sick Leave Bank.

~~If an employee leaves the bank and then want to enroll the following year, are they required to donate a day?~~

Council Appointees

The Council includes two (2) administrators/directors appointed by the Board, two (2) teachers appointed by the L.E.A., and two (2) classified staff appointed by the Superintendent.

All members of the Council must also be members of the Sick Leave Bank.

Council appointments for administrators/directors will come before the beginning of each school year by the Board of Trustees.

All appointees will serve on the Sick Leave Bank Council for one (1) school year.

~~HR will provide an accounting of both Sick Leave Banks to the Board every July. In the event a Sick Leave Bank becomes insolvent, an accounting and report will be provided to the Superintendent and the Board at the next regular Board meeting.~~

HR will maintain records of membership, accrued days, and bank value. A report will be provided to the Superintendent, LEA president, and ~~or~~ the Board, upon request.

Cross Reference:

5406 Sick Leave Bank