

## Personnel Sick Leave Bank

### Sick Leave Bank

#### Purpose

The purpose of the Sick Leave Bank shall be to provide ~~certificated~~-benefited employees, who voluntarily joined, with additional sick leave days needed for absences due to the death of a spouse or child or to recover from personal illness or injury, so long as said personal illness or injury is not voluntarily incurred (elective surgery, maternity leave, and other similar voluntarily incurred illnesses or injuries) subject to determination of eligibility.

#### Administration

The Sick Leave Bank is administered by the Sick Leave Council ("Council"), which includes two (2) administrators/directors appointed by the Board and two (2) teachers appointed by the L.E.A. All members of the Council must also be members of the Sick Leave Bank. In case of a tie vote, the Superintendent shall cast the deciding vote. The Council will meet, in person, annually to review the Sick Leave Bank prior to the start of the school year. The Council will meet virtually to review requests on an as needed basis. Each Council member will submit their vote to the Human Resources Director who will communicate the decision to the employee. In the event of a tie between the council members, the Superintendent will cast the deciding vote.

#### Human Resources Responsibilities

Upon employment, new employees will be offered the opportunity to enroll in the Sick Leave Bank. Enrollment or declining enrollment must be documented. Human Resources will maintain records of membership, accrued days, and bank value. A report will be provided to the Superintendent, LEA president, or the Board, upon request.

#### Eligibility

Employees may enroll during the annual open enrollment period. At least one (1) day of accrued personal sick leave, as defined by Idaho Code §§ 33-1216 and 33-1217, is required for an employee to be eligible to enroll for membership. Employees who have exhausted their personal sick leave are not eligible to enroll.

#### Membership Requirements

- Employees are required to donate one (1) day of accrued sick leave.
- Additional days or hours may be required to maintain solvency by the Sick Leave Council.
- Members who withdraw from the bank must donate one (1) day the following year to remain eligible.

- If a member donates to rejoin after a withdrawal, they are exempt from any additional assessments that same year.
- In the event the bank requires additional days to remain solvent, new members and members who have donated during the enrollment period, are not required to donate additional days in the requested year.

### Enrollment Period

- Enrollment is offered at hiring and annually from August 1–15.
- Membership is granted upon submission of a signed enrollment form and the donation of one (1) sick leave day.
- A "day" is defined as the employee's contracted work period (e.g., .5, .83 FTE). Employees whose contract changes mid-year may need to adjust their donation.
- Donated days are non-refundable in the event of separation, transfer, or loss of Membership.

### Bank Capacity

The Bank must maintain a minimum equivalence of one day for each member.

### Withdrawal Limits

Total withdrawals in any year shall not exceed the employee's contracted time or assignment within the District.

An individual may withdraw up to 85 days during their employment with the district whether the employment is continuous or fragmented.

### Use and Regulations

To access the Sick Leave Bank:

The employee (or designee, if the employee is incapacitated) must:

- Provide written confirmation that all paid leave has been exhausted.
- Submit written medical verification of illness or injury.
- Complete and submit a Sick Leave Bank request form with all required documentation.
- Submit documentation of their expected return-to-work date and details of any part-time accommodations.

For each unrelated prolonged illness or injury, the first two days of approved sick leave will be unpaid at a rate equal to the current substitute daily rate. When approval has been decided, human resources will transfer the approved days from the Bank to the employee's leave record. Sick Leave Bank allocations are usually retroactive; however, advanced allocations may be issued after review of the provided medical documentation.

### Legal Reference:

I.C. § 33-1216. Sick and Other Leave  
I.C. § 33-1217. Transfer of Sick Leave

I.C. § 33-1228. Severance Allowance at Retirement  
29 USC 2601 et seq.,. General Requirements for Leave  
29 CFR 825.100 to 825.800. Family Medical Leave Act

Policy History:

Adopted on:

Revised on: