

## **Personnel- Personal Sick Leave**

### Personal Sick Leave

All benefited employees of the district will be entitled to sick leave. Certified employees are entitled to one (1) full day for each month of service. In order for classified employees to qualify for sick leave, the employee must have an assignment of 20-hours a week or more. Classified employees will then be entitled to one (1) day that is equivalent to the hourly time contributed. The Board requires medical verification from a licensed Physician for proof of illness and/or sickness after five (5) consecutive days. In no event will the Board provide compensation for unused sick leave except as provided by Idaho Code for retirement purposes.

Unused sick leave will be accumulated from year to year as provided in the classified handbook, as long as an employee remains continually in the service of this school district.

Employees may accrue unused sick leave. Upon retirement, an employee's accumulated unused sick leave must be reported by the District to the public employee retirement system.

Salary deductions shall be made for sick leave used in excess of that granted by this policy. For all employees, daily salary deductions shall be based on dividing the annual salary by the number of days required to be on duty during the school year.

### Family Illness

Each employee will be allowed to use personal illness for immediate family illness to include spouse, children, siblings, parents, grandparents, grandchildren, in-laws, same members of the spouse's family, and dependents residing in the household. Medical verification of the family member's illness will be required to be provided to the District when the employee's absence extends to five (5) days and beyond.

### Sick Leave Bank

#### **Purpose**

The purpose of the Sick Leave Bank shall be to provide certificated 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: December 10, 2019

Revised on: (Pending)

PERSONNEL

5405

Personal Sick Leave

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Unused sick leave will be accumulated from year to year as provided ~~in the negotiated agreement and~~ **as provided in the** classified handbook, as long as an employee remains continually in the service of this school district.

Employees may accrue unused sick leave. Upon retirement, an employee's accumulated unused sick leave must be reported by the District to the public employee retirement system.

Salary deductions shall be made for sick leave used in excess of that granted by this policy. For all employees, daily salary deductions shall be based on dividing the annual salary by the number of days required to be on duty during the school year.

FAMILY ILLNESS

Each employee will be allowed to use personal illness for immediate family illness to include spouse, children, siblings, parents, grandparents, grandchildren, in-laws, same members of the spouse's family, and dependents residing in the household. Medical verification of the family member's illness ~~may~~ **will** be required to be provided to the District **when the employee's absence extends to five (5) days and beyond.**

Sick Leave Bank

**Purpose**

**The purpose of the Sick Leave Bank shall be to provide its members with additional days needed for personal sick leave, family illness, or in the event of the death of a**

spouse or child. Elective surgery, maternity leave, and other similar procedures would not be eligible for coverage under the Sick Leave Bank. However, all needs will be reviewed by the Sick Leave Bank Council for consideration.

## Administration

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documentation.

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I.C. § 33-1217  
I.C. § 33-1228  
29 USC 2601 *et seq.*,  
29 DF2 825.100 to 825.800

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Policy History:

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