

POLICY TITLE:	Classified Sick Leave Bank Minidoka County Joint School District # 331	POLICY NO: 598.00 PAGE 1 of 3
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The Board of Trustees of Minidoka County Joint School District No. 331, at the request of the District Classified Committee, agree to permit the organization and operation of a sick leave bank for those employees not requiring a certificate or defined as "classified" employees. The Board further requires the Superintendent and office staff to formulate regulations to implement such a program without the direct use of district monies and manage the Classified Sick Leave Bank consistently with the Guidelines and Procedures established for the Certificated Sick Leave Bank and contained in the Negotiated Agreement for certificated personnel. Classified employees of the Minidoka County Joint School District No. 331 agree to cooperate in a Sick Leave Bank as set forth below:

The purpose of the Sick Leave Bank is to alleviate economic hardship and provide for additional leave due to absences from work which extend beyond all of the employee's accumulated leave as a result of major medical illness and/or injury.

A major medical illness and/or injury is an acute or prolonged illness or injury that is considered by a licensed healthcare professional to be life-threatening or poses the threat of serious residual disability that may result in an employee's inability to work or perform their job safely. Examples of a major medical illness or injury include, but are not limited to:

- Serious, debilitating illness, impairment, or physical/mental condition that involves treatment in connection with an extended stay in a hospital, hospice, or residential medical facility.
- Serious, debilitating illness, impairment, or physical/mental condition that renders the employee incapable of performing their assigned duties in any capacity.
- Illness or injury that require high intensity/high frequency treatments necessary for a chronic or long-term condition that is so serious, that if not treated, would likely result in an extended period of incapacity or death.
- Terminal illness that renders the employee incapable of performing their assigned duties.

Sick Leave Bank Guidelines and Procedures:

Procedures: The District shall have the authority to establish such guidelines and procedures as it deems necessary to implement this program. The guidelines shall be established in collaboration with the Classified Employee Committee and the District. After complete review of the guidelines and/or procedures has been approved by the Classified Employee Committee, the District shall have authority to make final decisions within the guidelines as to the disposition of each case.

Sick Leave Bank Membership: Each eligible classified employee of the district may participate in the sick leave bank. To be eligible, a classified employee must have a signed work agreement and work at least twenty (20) hours per week for five (5) consecutive months. To participate, each employee shall, within fifteen (15) work days of signing a work agreement (schedule) or prior to October 1st of each year, contribute the equivalent hours of one (1) sick leave day until at least 1000 hours is reached or a cash value of at least \$7,000.00. Each day will be converted

to a cash value consistent with each employee's daily rate of pay. If the number of hours or dollars available falls below 600 hours or \$3,000.00, then every member of the Sick Leave Bank shall be assessed the hours equivalent to one (1) additional sick leave day. At the time of that assessment, if a member has exhausted all of his/her personal sick leave, he/she will forfeit their membership in the sick leave bank and can reapply for the next school year. Sick leave days or dollars thus contributed shall be deducted from the individual's accumulated sick leave. Eligible employees electing not to join during the initial enrollment period or within fifteen (15) days after signing a work agreement (schedule) must wait until the time of signing a work agreement (schedule) for the following year. The contributed sick leave hours shall form a bank of sick leave hours which may be available to all eligible classified employees for absence from work necessitated by prolonged or recurring illness extending beyond the employee's accumulated sick leave. The bank will not accept voluntary donations. The bank shall be under the direction of the District with all records for the bank being under the control of the District.

Use of the Bank: Application for use of the Bank shall be submitted to the District Office via the superintendent and/or his/her designee. The application will require a physician's verification of the major illness and/or injury at the time of application, and as deemed necessary after a grant has been made.

Requirements to Access the Bank: In order for a professional employee to be eligible for sick leave benefits from the Sick Leave Bank, the employee must, before making application:

- be a contributor to the bank
- have been absent from work due to major illness and/or injury
- have been employed by the District no less than five months
- have used all accumulated sick leave days and personal leave days and had two days where the salary was reduced in full
- submitted an application on the form provided by the District within 15 days of the depletion of all accumulated leave.

Application Review Process: The District shall establish a Sick Leave Bank Committee (SLBC) to review each application consisting of the superintendent and/or his/her designee, the human resource supervisor and/or his/her designee, and a minimum of two classified employees selected by the District Classified Committee. Notification of the decision will be given to the employee within two weeks after the request is made.

Duration: The maximum number of days which may be granted in any one school year will be the remaining number of days the employee is scheduled to work not to exceed sixty (60) work days during a given work agreement (schedule) year, or the remaining number of days in the work agreement (schedule) year, whichever is less. The employee may reapply to continue during the initial portion of the subsequent year consistent with procedures listed above. A classified employee shall not receive more than his/her contracted salary for any given work agreement (schedule) year. Within any five (5) year period, the number of days granted to one person will not exceed one hundred eighty (180) days or the number of days actually absent. Grants will not be made for family members. Grants may not be used for elective surgery or routine pregnancy. Even though the District permits use of sick leave to assure no loss of salary for those on worker's compensation, sick leave bank grants may not be used in this manner.

Grant Termination: Bank grants will end at the termination of the classified employee's work agreement (schedule) year. If a classified employee does not use all of the days granted by the bank, the unused sick leave days will be returned to the bank. Days given to the sick leave bank remain the property of the bank and cannot be transferred if the classified employee leaves the District or chooses to drop membership in the bank.

Alternative Application Process: If the employee is incapacitated to such an extent that he/she cannot personally apply for a grant, the employee's immediate supervisor may apply for the employee.

Donations to Others: Employees are not permitted to donate days to others via the sick leave bank.



LEGAL REFERENCE:

ADOPTED: May 22, 1996

AMENDED/REVISED: June 3, 1998; August 15, 2000; January 23, 2006; February 21, 2006; May 17, 2010; July 18, 2011; February 14, 2022