

G-2936

SICK LEAVE BANK POLICY

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The intent of the Sick Leave Bank is to provide an employee additional sick leave when a catastrophic illness or disability occurs that requires extended hospitalization/treatment or home confinement of the employee or a member of the employee's immediate family. The term "catastrophic illness, injury or disability" is defined as a severe and acute condition or combination of conditions affecting the mental or physical health of the employee or the employee's immediate family that requires the services of a licensed practitioner or hospitalization for a prolonged period of time and that causes the employee to exhaust accrued paid leave.

A severe and acute condition or combination of conditions is defined as: 1-one that will result in death or is a severely debilitating condition that disables the employee from performing the usual and essential functions of his or her employment position; or 2-one that is life-threatening or has been designated as terminal.

"Immediate family" is defined as those individuals who reside in the same household as the employee and are related to the employee by kinship, adoption or marriage, as well as foster children. Minor children of the employee are considered to be immediate family for purposes of sick leave (regardless of whether they live in the same household as the employee).

Employees who wish to join the Sick Leave Bank will contribute two (2) days sick leave in their first year of membership and one (1) day each year thereafter as needed by the Sick Leave Bank. Following the donation of a total of four days, the employee becomes a lifelong member of the Sick Leave Bank and will not have to renew membership on an annual basis.

New employees who wish to join the Sick Leave Bank must do so at the time of employment or no later than fifteen (15) days of their beginning date of employment. New employees hired after the first of the fiscal year will be eligible for membership through December of each year. New employees hired after December will be eligible for membership the following year. Open enrollment for any returning employee will be from September 1-10 annually until they become lifelong members of the Sick Leave Bank.

Cancellation of membership in the Sick Leave Bank must be received in writing by the Executive Director of Human Resources no later than September 10th. Contributions to the Sick Leave Bank are not refundable.

All accrued leave (sick, personal, vacation) must be used before an employee is eligible to receive days from the Bank.

A request for using days from the Sick Leave Bank must be submitted on the proper form to the Sick Leave Bank Committee through the Personnel Office of Human Resources. Request from the Sick Leave Bank added to the total sick, personal and vacation days already used, cannot exceed sixty (60) days during a contract year. (Example: 10 sick, 2 personal + 48 days of SLB request = 60 days). July 1 of 2000, a State Regulation was implemented that limits an employee to sixty (60) days with a substitute. An employee may not draw days from the Sick Leave Bank before reporting to work at the beginning of a contract year. Sick Leave Bank days are subject to the same restrictions as regular sick leave days described under Board Policy.

An employee who withdraws sick leave days from the Bank will not be required to pay back those days except as a regular contributing member to the Bank.

The Sick Leave Bank Committee shall be composed of two (2) licensed employees and one (1) classified employee, and two (2) administrators and the Director of Nursing and Wellness. All appointed members' terms will be two (2) years,

An employee utilizing the paid leave granted through the Farmington Municipal Schools is not eligible for Family Medical Leave, if the days of paid leave taken equal the sixty (60) days of unpaid Family Medical Leave (FMLA) an employee is eligible to use.

Under the FMLA, an employer is required to provide either sixty (60) days of paid leave (i.e. sick, personal, vacation, sick leave bank) or sixty (60) days or twelve (12) weeks of Family Medical Leave.