

Belle Plaine staff have an option to donate sick days that can be accessed by other staff members in the event of medical emergency of the employee or a member of their immediate family. The immediate family shall include husband, wife, or children. In order to access this bank, staff members must provide medical documentation from the doctor indicating the employee's or their immediate family member's significant medical condition. Utilization of this bank shall be capped at 30 days. At the conclusion of the 30 days a short request and presentation can be made to the superintendent to extend the leave.

For personal illness/injury or illness/injury of the staff's dependent minor child, the staff may use up to the amount of sick leave the staff has accrued and available. If they run out of days then they can apply for additional days to cover the absence.

For the serious illness/injury of the staff's spouse, the staff may use up to the amount of sick leave the staff has accrued and available. If they run out of days then they can apply for additional days to cover the absence.

For the serious illness/injury of the staff's dependent adult child, the staff may request to use up to the amount of sick leave the staff has accrued and available. If they run out of days then they can apply for additional days to cover the absence.

This process is to be used only for emergency type medical conditions and cannot be accessed for normal medical procedures such as maternity leave, routine surgery, normal recovery from routine medical procedures, etc.

This agreement would be a year-by-year agreement.

Process:

If a staff member has a situation that meets the above criteria they will submit a written request with documentation of the medical need from a licensed physician. The president of the union the staff member belongs to will meet with the Superintendent, Principal and the Director of Business Services to review the request. Upon approval of the request, the union president will send out a request to member of the union the employee belongs to and the administrative group requesting if anyone would like to donate sick days to support the staff member. Once the number of days has been donated, they will be transferred to the member requesting the days.