

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(REGULATION)

SICK LEAVE BANK

I. Purpose-Definition

A. PURPOSE:

The purpose of the Sick Leave Bank is to provide additional sick leave days to members of the bank in the event of an unexpected extended illness, surgery or disability due to an injury. Days may be requested from the bank only after the member has exhausted all accumulated state and local sick leave days within the current year's work calendar.

B. DEFINITION OF SICK LEAVE DAYS FOR MEMBERS:

Sick leave days from the bank are those days granted to a member who has a debilitating, life-threatening, or catastrophic disability due to illness, surgery, or injury and is unable to perform the duties of his/her position.

C. DEFINITION OF BANK AND BOARD:

For purposes herein, "SLB" will refer to the Henderson ISD Sick Leave Bank, and "SLB Board" will mean the Board of Directors of said SLB Bank.

II. Membership

A. ELIGIBILITY:

All full-time employees of the Henderson ISD will be eligible for membership.

B. PROCEDURES FOR JOINING THE SICK LEAVE BANK:

1. Any employee who is eligible to join the SLB may do so by contributing three (3) days of accrued or anticipated local sick leave. An employee desiring to join during the current school year must be able to earn at least three (3) days from the time of his/her employment until the completion of his/her total number of days of work at the end of the school year.
2. The enrollment period for current employees and new employees hired prior to the opening of the school year will be July 1 through September 15 of the current school year.
3. All personnel who join the SLB within the enrollment period are eligible for membership beginning with their first official day of work.
4. All new personnel employed after the enrollment period must be able to earn at least three (3) days of local sick leave during the current school year to be eligible for membership.
5. Employees desiring to join the SLB shall complete the membership application form and submit it to the central office for verification of the employee's eligibility.

III. Contribution of Days

A. To become a member of the SLB, an employee must contribute three (3) **local** days from his/her accrued, or be earned during the current year, local sick leave.

B. These days will be subtracted from the member's **local** sick leave record.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(REGULATION)

- C. The three (3) **local** days donated become the property of the SLB. All donations will remain in force and cannot be returned even upon cancellation of a membership.
- D. For SLB purposes, the school year will be from September 1 through August 31. Members may be required to donate one to three (1 - 3) days the next school year (September through August) in order to have continuing membership in the SLB.
- E. The Sick Leave Bank Board of Directors will determine the rates of contribution annually, effective July 1.
- F. If a member decides to cancel his/her membership in the SLB, the three (3) **local** days contributed for membership remain the property of the SLB. If, at a later date, this individual wishes to rejoin the SLB, he/she may do so during the enrollment period by again donating three (3) days.
- G. Sick Leave Bank members may not specify that their days be awarded to a specific person. All days donated to the Sick Leave Bank become the property of the SLB and will be awarded based on the guidelines of the Bank.

IV. Granting of Days

- A. GRANTING OF DAYS FROM THE SICK LEAVE BANK:
 - 1. Sick leave days from the SLB will be granted only after the member has exhausted all accumulated state and local sick leave days.
 - 2. A member may apply for days from the SLB only after being absent from work the number of days requested.
 - 3. Sick leave days will be granted only for absences from working days and will not be granted for holidays, vacation days, or other such days for which the member is not paid.
 - 4. Sick leave days from the SLB are available only in the event of unexpected critical illness, surgery, or injury. Grants will only be considered for a disability lasting five (5) consecutive days or longer.
 - 5. Normal pregnancy related procedures and/or childbirth recovery will not be covered by the SLB. Unforeseen serious complications resulting in the need for an extended absence may be considered by the SLB Board of Directors on an individual basis, provided the recovery period requires longer than six (6) weeks.
 - 6. The HISD Sick Leave Bank will provide an “open enrollment” option for all employees. Employees must join the SLB during the first year of operation for pre-existing conditions to be covered in subsequent years. Pre-existing conditions will include, but will not be limited to, any conditions for which the member received treatment during the twelve (12) month period preceding the member’s enrollment in the SLB.
 - 7. Sick leave bank grants will not be authorized for illness or disability resulting from intentional self-inflicted injury or acts of war.
 - 8. The maximum number of days that can be granted to any one member of the SLB will be thirty (30) total days per school year.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(REGULATION)

9. The SLB Board will award days to members as long as the bank is solvent. In the event that the SLB has dispersed all donated days, a member will not be granted any days, in spite of the fact that he/she has donated days during enrollment.
10. If a request to draw upon the SLB is for other than consecutive days of illness, a separate request, including a physician's statement on the required form, must be submitted for each period of illness. Each separate application must meet the initial criteria of just cause.
11. All requests to draw upon the SLB must be accompanied by the appropriate physician's statement, signed by the physician, confirming actual treatment, the cause of illness, and certifying the existence of a disability to perform assigned duties.
12. The SLB Board may request a medical review by a physician of the committee's choice at the member's expense.
13. The SLB Board may consider a request by a member for days to assist a critically or terminally ill member of his family, not to exceed fifteen (15) days per year.
14. The SLB Board may consider a request of a member for up to (5) days to make arrangements and attend the funeral services of a relative in his immediate family. [As defined by Policy DEC (LOCAL)]
15. Sick leave days from the SLB may not be granted for the period of disability when monies are paid to the member under Workmen's Compensation Act.
16. All unused sick leave days in the SLB at the end of the school year (August 31) will be carried over to the next school year (September 1 through August 31).
17. A contributor will lose the right to utilize the benefits of the SLB by:
 - a. Termination or suspension of employment in the Henderson ISD.
 - b. Cancellation of participation by the member (in writing) at any time.
 - c. Being on approved extended leave of absence.
 - d. Attempted abuse of the bank and/or its policies.
 - e. Refusal to continue regular contributions.
18. Employees that wish to appeal the decision of the SLB Board must follow the employee grievance process outlined in Policy DGBA.

V. Applying for Days

- A. Should the member have a need for additional days after all accumulated state and local leave days have been used and the member has allowed for any possible working days within the current year's work calendar, the member may submit a request for days from the SLB.
- B. A member who requests days from the SLB must submit to the Human Resources office within thirty (30) days forms containing the following information:
 1. A statement signed by the member attesting to the fact that the condition which necessitated the request for days from the SLB was unknown to the employee at the time he/she became a member of the SLB.
 2. Completion of the attending physician's statement which includes:
 - a. Identification of the nature of the illness and/or extent of injury.
 - b. Date of initial onset of this particular condition.
 - c. Anticipated date eligible to return to work on a full or part-time basis.
 - d. Date of actual treatment.
 - e. Statement from the physician that the condition is not a pre-existing condition.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(REGULATION)

3. Dates of absence from work for the illness or injury.
 4. Anticipated days, if any, for follow-up examinations (may be limited by the board).
- C. Forms for the above purposes have been prepared and are available from the district web-site, campus principals and/or the Human Resources Office.
- D. The SLB Board of Directors may refuse to consider an application that does not contain the required information.
- E. If a member is critically ill and unable to file an application for sick leave days from the SLB, the school principal or a co-worker may initiate the application form at the request of the member or someone in the member's family.

VI. Governing Committee

A. NAME:

The governing committee, which will approve or disapprove all requests for sick leave bank days, will be called "The Henderson Independent School District Sick Leave Bank Board of Directors (SLB Board)."

B. COMPOSITION OF THE MEMBERSHIP OF THE BOARD OF DIRECTORS:

1. Members of the SLB who have been employed by the school district for at least three (3) consecutive years may be elected to the SLB Board.
2. Membership of the SLB Board of Directors will be elected as follows:
 - a. One representative from District Administration (1)
 - b. One representative from each campus (5)
 - c. One representative from Campus Administration (1)
 - d. One representative from Administrative Support Staff (1)
 - e. One representative from Auxiliary Staff (Maintenance, Transportation, or Food Services) (1)
 - f. The Chairperson of the Sick Leave Bank shall be elected from the membership of the Board of Directors
 - g. In addition to the elected SLB Board members, the HISD Director of Human Resources will serve as Executive Officer of the SLB Board of Directors.
3. Term of Office
 - a. Chairperson of the Henderson ISD Sick Leave Bank will serve a minimum of two years or a maximum of four years.
 - b. A member of the SLB Board of Directors will serve for two (2) years beginning September 1 and ending August 31. A member, if reelected, may serve a maximum of two (2) consecutive terms.
 - c. To establish continuity on the board, the term of office for one-half (½) of the members of the board will expire on August 31 of even-numbered years.
 1. Monnie Meyer Wylie Primary representative
 2. Northside Intermediate representative
 3. Henderson High School representative
 4. Administration Staff representative

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(REGULATION)

5. Campus Administration Staff representative

The term of office for the other one-half (1/2) of the Board of Directors will expire on August of odd-numbered years.

6. William E Wylie Elementary representative
7. Henderson Middle School representative
8. Administrative Support Staff representative
9. Auxiliary Staff representative

4. Election Procedures

- a. The initial election of officers will be held on the last Monday in September. Elections, thereafter, will be held on the first Monday in May. Only members of the SLB are eligible to vote.
- b. Members of each group named above must be elected from their group.
- c. Candidates must indicate a willingness to serve by two weeks prior to elections. A form will be provided.
- d. Voting will be by ballot. Ballots will be distributed through the school mail and returned the same way. The Executive Officer will call a meeting of the Board of Directors to tabulate the ballots no later than the Wednesday following the election.
- e. Members assigned to more than one campus will be eligible as representatives from their "home school."

C. DUTIES AND RESPONSIBILITIES OF THE SLB BOARD OF DIRECTORS

1. At the first meeting of the year for the newly elected SLB Board members, the SLB Board will select from its group a chairperson, vice chairperson and a secretary. After the initial election, the chairperson will be elected at the end of every two-year term.
2. All applications for sick leave bank days will be reviewed individually by the SLB Board in a called meeting.
3. Once an SLB member submits a completed application (with included documentation) to the HISD Human Resources Office, the Executive Director of the SLB (HISD Director of Human Resources) will call a meeting of the SLB Board within ten (10) school business days for the purpose of approving or denying the application.
4. A member may be requested to appear before the SLB Board to substantiate his/her case.
5. The SLB Board will determine the number of days approved and reserves the right to approve, deny, or modify the days requested.
6. A member may appeal the decision of the board by writing a letter to the executive officer requesting to appear in person before the Board of Directors.
7. Vacancies on the Board of Directors that arise during the school year will be filled by appointment by the SLB Board and/or the selection will be made from the group which was represented by the member who resigned.
8. Any member of the SLB Board will excuse him/herself when considering his/her own request or a request made by any member of his/her family.
9. The Executive Director will report all approved sick leave days for members to the payroll department.

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(REGULATION)

VII. Final Decisions, Amendments

- A. Procedures for deciding any questions not covered herein:
Any questions concerning membership, regulations, or application for sick leave days that may arise after adoption of this plan and not specifically covered herein will be submitted to the SLB Board who will make a recommendation to the Superintendent of the Henderson ISD for final decision.
- B. Suggestions for amendments should be submitted to the SLB Board prior to May 15 each year.