

Sick Leave Bank Policy

Statement of Intent

The purpose of the Sick Leave Bank is to provide sick leave a source of sick leave for a district employee who sustains a long illness and uses up all accumulated leave. For the purposes of administration of the Sick Leave Bank, the definition of sick leave shall be that: sick leave is a designated amount of compensated leave that is to be granted to an employee who through personal illness, injury, or quarantine is unable to perform the duties of his/her position.

Rules

1. Only the individual contributor for his or her personal illness may use the sick leave bank. Applications may only be made for an illness or injury that occurs after becoming a member of the Sick Leave Bank. Application may not be made for days missed due to a condition that existed before the staff member became a member of the bank.
2. The contributor to remain away from his/her position in order to assist a member of his/her family who is ill may NOT use the sick leave bank.
3. Only earned sick leave may be contributed to the leave bank.
4. Leave from the bank may NOT be used for maternity leave. Complications resulting from pregnancy may be considered.
5. New employees must contribute one (1) day of their sick leave in order to enroll within the first thirty calendar days of employment.
6. There shall be an open enrollment period for the month of September each year when current employees who are not members may enroll. This shall be the only time each year when current employees may enroll.
7. A person will not be able to withdraw days from the bank until his/her own accumulated sick/personal and vacation leave is depleted.
8. A person who leaves the employment of Archuleta School District 50 JT will not be able to withdraw contributed days.
9. Persons withdrawing sick leave days from the bank will be required to contribute three (3) days at the beginning of the next school year to remain a member of the bank.
10. A contributor will lose the right to utilize the benefits of the Sick Leave Bank only by:
 - A. Termination or suspension of employment in the District
 - B. Refusal to make additional contributions as may be required.
11. An individual may not draw from the bank once they have met the required number of days to qualify for payment under the district or PERA disability insurance policy.
12. Any individual member may borrow up to forty (40) duty days of leave in a school year. Hourly employees will be allowed to draw a maximum of twenty (20) days from the bank.
13. Pay for days granted shall be based upon the following: The first two (2) days drawn from the bank will be deducted from the employee's paycheck at 100% of

the employee's daily pay then will be paid their daily rate for the requested days.

14. Elective surgery and/or cosmetic surgery will not be allowed through the Sick Leave Bank: Definition: Shall be those surgical procedures, which are considered elective by the current district health insurance carrier.
15. Employees have a one (1) year waiting period from time of initial contribution to be eligible for the Sick Leave Bank.
16. Days awarded shall not be used for doctor visits or physical therapy after returning to work.
17. Each employee participating in the Sick Leave Bank will donate 1 day of his/her sick leave to the bank whenever the bank is depleted to 120 days.

The Sick Leave Bank Committee will then determine whether days may be withdrawn from the bank.

Procedures

1. Contributions to the bank must be made on an Archuleta School District 50 JT Sick Leave Donation Form.
2. The Sick Leave Bank is to be administered by the Superintendent, Finance Director, immediate supervisor of the employee, and one staff member from each school elected by the staff of that school.
3. The committee will administer the Sick Leave Bank and will provide the information whereby the Administration Office will keep the records.
4. The committee will review and recommend approval or denial of requests to draw on the Sick Leave Bank within five (5) working days after request is received.
5. Any person submitting a request to draw on the bank must have made his/her proper contributions for the year in which requests are made.
6. All requests to draw upon the bank must be submitted to his/her immediate supervisor upon an Archuleta School District 50 JT Family Medical Leave Act (FMLA) Form within 10 days after returning to work. An employee who is unable to return to work may submit an application to the committee through another party.
7. All requests to draw upon the Sick Leave Bank must be accompanied by a detailed physician's statement confirming the cause of the illness or confinement, and signed by the physician.
8. An applicant may be required to undergo a medical review by a physician of the committee's choice at any time at the member's expense.
9. Applicants may submit requests for extension of sick leave. Such applications shall be made on the regular request form. Total requests may not exceed forty (40) duty days.
10. The committee shall mark copies of all Sick Leave Bank Donation

Forms and all Sick Leave Bank Requests for leave as approval or denial. Following such action, the committee shall disperse copies of the forms to the employee and the Administration Office.

11. The Archuleta School District 50 JT Administration Office shall maintain the record of all applications for donation, all applications for withdrawal for sick leave days, and the status of the bank.
12. All forms for application for participation in the bank, and withdrawal of Sick Leave days shall be available at the Administration Office and shall be sent to any member at his/her request.
13. The Sick Leave Bank Administration Committee shall be responsible for the proper administration of the Sick Leave Bank.

Adopted: October 8, 1974
Amended: June 9, 1981
Amended: March 12, 1985
Amended: February 18, 1988
Amended: February 12, 1991
Amended: January 9, 2001
Revised: August 12, 2003
Amended: January 11, 2005
Amended: January 13, 2009
Amended: May11, 2021

CROSS REFS.: GBGF, Federally-Mandated Family Leave
GBGG, Staff Discretionary/Accrued Sick Leave