

All classified employees of Cassia County Joint School District No. 151 may participate in the Sick Leave Bank. To participate, each employee must contribute a prescribed number of his/her earned sick leave days as determined by the Sick Leave Bank Committee. Contributed sick leave days are deducted from the employee's sick leave entitlement. The contributed sick leave days form a fund of sick leave days available to all eligible participating classified employees upon recommendation of the Sick Leave Bank Committee. Days contributed to the Bank remain the property of the Bank.

The purpose of the bank is to alleviate the hardship caused by absence due to extended or recurring illness beyond the employee's accumulated sick leave. The Sick Leave Bank Committee will review applications and determine the employee's eligibility. If the committee deems it necessary, it may require proof of illness at the time of application and at any time during an employee's use of leave from the bank.

Guidelines:

The Committee shall have the authority to establish such guidelines as it deems necessary to implement this program. Guidelines shall have the approval of the Superintendent and the Board of Trustees. After a complete review of the application, the Committee shall have the authority to make the final decisions within the guidelines as related to disposition of the case.

Contribution:

Each participating employee shall contribute the equivalent in hours of two (2) days of his/her accumulated sick leave to the Bank upon joining the bank. If the number of days contributed shall be insufficient to meet the needs of the Bank, each member will be assessed days by the Committee to meet the needs of the Bank. Members will receive written notification prior to the assessment of additional days. No more than enough hours for the equivalent of one (1) day shall be assessed per year. In the event the Sick Leave Bank depletes all hours above the 200 hour minimum, no further hours will be granted for the remainder of that year.

A member may withdraw at any time by written notification to the Sick Leave Bank Committee; however, days already contributed by the member to the bank remain the property of the Sick Leave Bank. If a member chooses to re-enroll in the Sick Leave Bank, the member will be required to donate two (2) days of his/her accumulated sick leave to the Bank, or equivalent hours of two (2) days sick leave. The Bank will not accept voluntary donations.

Application:

Application for use of the Bank shall be submitted to the Classified Sick Leave Bank Committee for their recommendation. The Committee shall review the request and determine the eligibility of the employee. If the Committee deems necessary, it shall require proof of illness at the time of application and from time to time after a grant has been made.

Eligibility:

In order for a Classified employee to be eligible for benefits from the Sick Leave Bank, the employee must, before making application:

1. Be a contributor of the Bank
2. Have been absent from work due to illness or non-employment related accident

3. Have used all accumulated sick leave, accumulated vacation, and personal leave days and had two days where the salary was reduced in full.

Maximum Days Granted:

The maximum number of benefit days that may be granted per member in any fiscal year will be the equivalent of the total number of days/hours of paid leave (including sick leave, personal leave and/or vacation) that the applicant has accumulated as of July 1st of the work year in which application is made or 30 days whichever is less, with a lifetime maximum of 90 days per member. The number of sick leave days granted shall not exceed the number of days absent from work due to illness or accident. Any member who has been allocated the lifetime maximum of 90 days must remain a member of the bank for the remainder of their employment.

Pregnancy-Related Complications/Elective Surgery:

Complications arising from either pre- or post-natal conditions related to pregnancy will be eligible for Sick Leave Bank consideration. Normal pregnancies and deliveries in and of themselves will not be eligible for consideration for Sick Leave Bank Days. Elective surgery is not eligible for Sick Leave Bank grants.

Excess Days:

Bank grants to individual employees will not be carried over from one fiscal year to another. All such grants will end at the termination of the school year if a nine month employee, or the end of the fiscal year if a twelve month employee. 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.

Committee:

The Sick Leave Bank committee shall consist of an employee from each classification: Food Service, Maintenance, Transportation, Paraprofessional, and Secretary as recommended by supervisors and one member appointed by Superintendent. The Committee shall develop and distribute the rules and procedures for the orderly administration of the Bank. The Committee shall also be responsible for reporting to the District payroll clerk all days granted to any Classified employee by the Sick Leave Bank and any other information necessary to maintain an adequate accounting of the operation.



LEGAL REFERENCE:

Idaho Code Section 33-506

ADOPTED: January 11, 2005

AMENDED: May 10, 2005

AMENDED: December 18, 2007

AMENDED: June 23, 2009

AMENDED: April 28, 2015