

Kane School District Catastrophic Sick Leave Bank

Purpose:

The intent of the Sick Leave Bank is to provide an employee additional paid sick leave days beyond what they have accumulated in their personal accounts. This additional leave is for the purpose of helping when catastrophic situations occur, resulting from serious illness or accidents that require the employee to be absent from work.

Participation in the Sick Leave Bank:

Employees are not eligible to participate in the Sick Leave Bank until twelve (12) months after the date of employment.

To participate in the Sick Leave Bank district employees must first be eligible for sick leave, and also must be enrolled in the Sick Leave Bank program.

To enroll in the Sick Leave Bank an employee must contribute one (1) day, each year, of his or her available sick leave to the bank. This annual donation must be made by September 30 of the school year, by completing and submitting the appropriate form to the District Office.

To receive benefits from the Sick Leave Bank an employee must first use all their own available "paid leave".

Employees, who are active participants in the Sick Leave Bank, are eligible to draw upon the bank in circumstances where catastrophic situations to themselves or immediate family members require absence from work longer than the number of days accumulated in their paid leave accounts.

All requests for sick leave from the bank must be in writing. Requests must be submitted to the Sick Leave Bank Committee and must include reasons for the application, written verification from the attending physician (when requested by the Bank Committee) concerning the nature of the illness or the health problem, and the number of sick leave days requested. If necessary, a verification statement from the employee's building principal may also be required.

Generally, only severe, extended, and catastrophic medical problems of an employee or immediate family member will be considered for leave withdrawals from the bank. . Life-threatening illness or severe accidents requiring extended recovery periods will be given first priority.

Withdrawals from the bank for illness of the participating employee shall not exceed one hundred (100) leave days per employee during any consecutive twelve (12) month period. In addition, bank withdrawals for illness of the participating employee shall not exceed one hundred (100) days cumulative for the same illness, medical condition, or recovery.

Withdrawals from the bank for illness of an immediate family member shall not exceed one hundred (100) leave days during any consecutive twelve (12) month period. In addition, bank withdrawals for an immediate family member shall not exceed one hundred (100) days cumulatively for the same illness, medical condition, or recovery. For requests under this policy, immediate family members shall include husband, wife, son, stepson, daughter, stepdaughter, father, and mother. In addition, exceptions may be considered by the Superintendent for other relatives or those who have virtually held the position of an immediate member of the family.

Perpetuation of the Sick Leave Bank:

Time donated into the Sick Leave Bank during any given contract year that is not used will remain in the bank for the following year. However, the total number of days that are “carried over” from the previous year shall not exceed four hundred (400) days. The total number of days within a contract year may exceed four hundred (400). The balance that exceeds that number will be held by the bank, but donation of leave by current bank members will be temporally suspended until total bank hours drop back to no more than 400 days. .

If, by circumstances, all Sick Leave Bank days become exhausted members will be given the opportunity to contribute extra day(s) to the Bank. This will be strictly a voluntary appeal, no one should be “obligated” to donate more leave than required to be a part of the Sick Leave Bank.

The Sick Leave Bank Committee:

The Sick Leave Bank Committee will be made up of the school district business manager and the payroll clerk.

All decisions of the Sick Leave Bank Committee will be considered final unless accusations of discrimination and inconsistency in the administration of the guidelines are made. Appeals based on these issues are to be made directly to the Superintendent of Schools. If the appeal cannot be resolved with the Superintendent, the issue can then be taken to the Board of Education. Decisions of the Board are final.

Board of Education:

The Board of Education retains the authority to authorize the Sick Leave Bank program on a yearly basis including the review of any changes in rules and regulations governing the program. The Board also requires a yearly report on the status of the program including both donations and employee utilization.

KANE SCHOOL DISTRICT
Sick Leave Bank Contribution Form

Employee Name (please print) _____

School and/or Location of Employment _____

I _____ agree to donate one (1) day of sick leave to the
Kane School District Sick Leave Bank for the _____ school year.

I understand that this donation will remain in the Sick Leave Bank and is not subject to
withdrawal.

Signature _____

Dated _____