

## BERNALILLO PUBLIC SCHOOLS

### SICK LEAVE BANK POLICY

Employees apply for sick leave bank days at the Office of Human Resources. (505)867-2317

The contract between the Bernalillo Public Schools and NEA-Bernalillo establishes a Sick Leave Bank that employees may apply to use for unusual or catastrophic illness. **In order to use the bank, you must have completed 12 consecutive months of employment with the BPS District and donate one day of your sick leave to the bank.** Any days donated are irretrievable.

#### **PURPOSE:**

The purpose of the sick Leave Bank is to provide an employee additional sick leave when an illness or disability occurs that requires extended hospitalization or home confinement by voluntary contribution of sick leave days by employees.

#### **DEFINITIONS:**

1. **Sick Leave Bank** – a bank formed by voluntary contribution of sick leave days by employees to provide employees with additional sick leave when a catastrophic illness or disability occurs that requires extended hospitalization or home confinement.
2. **Catastrophic Illness**- An illness not consistent with ordinary illness, ie, cancer, heart attack stroke, major surgery, and requiring absence from employment in excess of accumulated sick leave.
3. **Disability**- Illness, accident or injury disabling an individual from employment in excess of accumulated sick leave.
4. **Serious Accident** – Accident requiring extensive and intensive hospitalization or at-home care and disabling an individual from performing their work duties in excess of accumulated sick leave.

#### **ELIGIBILITY:**

1. In order to participate, an employee must voluntarily contribute one (1) day of accrued sick leave to the bank and have completed 12 consecutive months of employment with the BPS District. Employees who are new to the District will not be eligible for enrollment to the sick leave bank until they have completed 12 consecutive months of employment with BPS.
2. All accrued sick personal and/or vacation (when applicable) leave, must be used before an employee is eligible to receive days from the Bank.
3. The applicant will be experiencing either a catastrophic illness, a disability or a serious accident as defined in this procedure.
4. In the event that an employee has a member of their immediate family, to include, parent, spouse, or children with a serious illness, the employee may receive assistance from the Sick Leave Bank after their own leave has been exhausted.

5. Part time contracted staff are eligible for benefits on a pro-rata basis.
6. Contributions will be solicited at the beginning of each fiscal year for all employees who have completed at least 12 months of employment.
7. **Exclusions:**
  - a. Routine pregnancy with normal delivery and no pre/post natal complications.
  - b. Unusual and catastrophic personal illness or injury may be defined to exclude recurring or congenital conditions which would lead to an employee's inability to fulfill their contractual obligations on a continual basis.
  - c. Any elective surgery.

**APPLICATION PROCESS:**

1. An employee must submit a request on the official Sick Leave Bank application it must be accompanied by the Physician's Statement Forms, completed and signed by their physician.
2. The Sick Leave Bank Committee reserves the right to require a second physician's opinion.
3. The Sick Leave Bank Committee will review all applications for Sick Leave Bank days and render its decision in writing within ten (10) work days.
4. The decision of the sick Leave Bank Committee is final with no appeal.
5. If the Sick Leave Bank Committee finds that any employee has knowingly given false information in any part of the process, that employee will no longer be able to participate in the Sick Leave Bank, and be subject to disciplinary action.
6. The employee's accumulated sick, personal, or vacation will be verified by HR at the time the employee requests days. Once verification of available leave has been determined, and all forms have been submitted to HR, the Sick Leave Bank Committee will make a determination on the number of days needed by the employee, not to exceed twenty (20) days.
7. Participation in the Sick Leave Bank will be from October of contributing year to October of the following year. In order to continue eligibility, the employee must make another contribution for the current year. If the employee leaves the district at the end of the school year the eligibility will be void.
8. An operational report of the committee will be made to the members and the Board of Education on a yearly basis.

**ADMINISTRATION OF SICK LEAVE BANK:**

1. Accumulated days in the Sick Leave Bank carry over to the next year. If through annual negotiations the policy is not renewed, the remainder of days will not be refunded to members. The process will continue until all the sick days are exhausted.
2. Donated days are not refundable.
3. The contribution of a day will be made by completing the "Contribution to Sick Leave Bank" form.
4. The Sick Leave Bank Committee shall consist of four (4) members. The Director of Human Resources, one member appointed by the Superintendent and two members appointed by the Association, to include one certified and one classified employee.

Revised 10/2016