

## CLASSIFIED SICK LEAVE POOL

The purpose of the emergency sick leave pool is to furnish additional sick days for classified staff, which have been employed by the District for a minimum of two consecutive years. This leave can only be used during the classified employees regular working months after they have exhausted all regular accumulated sick leave, discretionary leave and vacation days. Leave will be granted for catastrophic illness or injury of the employee only, on a first-come, first-ask basis.

The emergency sick leave pool will be funded by the days that the classified staff has over the 80-day maximum sick leave that is given to each employee on July 1 of each year. All days over the 80-day accumulated sick leave the employees receive will be put into an emergency sick leave pool with an accumulation not to exceed 80 days for the pool. The maximum number of emergency sick leave pool days that may be used by one employee during the school year is 20 days. A written application along with a physician's statement documenting the nature of the catastrophic illness or injury must be sent to central office. The Emergency Sick Leave Pool Committee will meet within 10 calendar days after receiving the application to consider the request. The application may be sent to central office before the employee's regular sick leave ends.

The Emergency Sick Leave Pool Committee will consist of 10 members. One member from each department (transportation, custodial, grounds/maintenance, nurse, secretarial, central office/IT, food service and classroom aide), the Superintendent and the building principal from the building of the applicant. All members will meet to determine each request; however, the committee member representing the same department as the applicant will not vote. The building principal and superintendent will vote in all cases.

The committee members will serve for a period of two years. The Transportation, Custodial, Grounds/Maintenance and Nurse School members will be elected on even calendar years and the Secretarial, Central Office/IT, Food Service and Classroom Aide members will be elected on odd calendar years. If a member of the committee leaves the employment of USD 210 before the end of his/her term, the committee will appoint a new committee member from the affected department. The committee members will be in place by September 1 of each year.

The emergency sick leave bank may not be used to cover employees who are receiving pay, salary protection payments, and disability insurance payments or are eligible to receive compensation from workers' compensation or KPERS disability.

## CLASSIFIED SICK LEAVE DONATION

The classified employee, donator or recipient of donated sick leave must be employed by the District a minimum of two consecutive years. Emergency, sick and/or bereavement leave will be 10/12 days per year cumulative to 83 days (this includes 2 personal days).

1. Classified Staff in USD 210 shall be allowed to transfer leave days to any classified employee who, due to illness or accident, has used all of his/her leave sick, personal leave days and vacation days. No classified employee will be able to use more than 83 days of his/her own leave and/or donated time. These transfers shall be made only on an “as needed” basis. The maximum an employee can donate per school year is 1/2 of their accumulated sick leave available the first day of the July. The building administrator of the employee receiving the leave has the discretion to decline leave transfer if a pattern of abuse has been established by the recipient employee.
2. Donated days may be banked July 1 – June 30. Banked days that are unused will revert back to the donating classified employee on June 30 of each year.