

SICK LEAVE BANK POLICY*

Membership

Members will be the employed staff of the Dawson Education Cooperative. New employees will have to work one year before being eligible to become a member. Each individual will have the right either to be a member of the bank or to decline membership. Employees entitled to sick leave in the system may become members by donating one day of their sick leave during an open enrollment period between July 1st and July 31st each year. The membership fee of one donated day must be deposited in writing on the Catastrophic Leave Bank Donation Form. Donations are not refundable or transferable. Membership in the CLB is considered continuous unless the Sick Leave Bank Committee receives written notice of withdrawal of member.

Definition

A sick leave bank is established for the purpose of permitting employees, upon approval, to obtain sick leave in excess of accumulated and current sick leave, vacation leave, and personal leave, when the employee has exhausted all such leave. Only those employees who contribute to the sick leave bank, during a given contract year, shall be eligible to withdraw from the sick leave bank. The Director shall appoint a Sick Leave Bank Committee. That committee shall consist of six (6) members: three (3) licensed employees and three (3) classified employees. All members of the review committee must also be members of the Sick bank. The Committee shall meet as necessary for the purpose of reviewing requests for withdrawal from the bank. The determination of the committee shall be final.

Withdrawals

The Committee may grant sick leave as voted and approved by committee for serious personal or family illness, disabilities or accidents (not including accidents for which the employee is receiving Workers' Compensation), which cause the employee to be absent from work and when the employee has exhausted all accumulated and current sick leave. "Serious personal or family illness, disabilities or accidents means a period of continuous or intermittent absence, qualifying as sick leave, in which all vacation, sick, and personal days have been exhausted during a contract year. Requests for withdrawal from the sick leave bank must state the reason(s) for the request and the number of days requested and must be accompanied by a detailed statement from an attending physician of the nature of the malady and the expected duration thereof. Being a participant grants the committee permission to see the employee attendance history. If the information provided to the Committee is deemed by a majority of the Committee to be insufficient, the Committee may require additional information or deny the employee's request, at its discretion.

The Committee shall have the authority to grant, reduce, or deny any request in w. However, the Committee may grant no request, or any granted time may be withdrawn, when the employee accepts retirement; is eligible for Social Security Disability or other disability insurance; or the employee returns to work.

If employee chooses to participate, they are granting the Committee the final authority in the matter and will follow the Committee ruling. In the event of a tie, the Committee Director will have the final vote.