

Lubbock-Cooper ISD Sick Leave Bank Procedures

Purpose

- The sick leave bank is a benefit to assist employees in dealing with prolonged, severe, or life-threatening conditions that force them to exhaust paid leave and would otherwise result in a loss of income. The sick leave bank is a collective deposit of state leave days received from enrolling employees and subsequent contributions from members. All days deposited in the bank become the property of the sick leave bank and are no longer available for use by the individual employee as accrued leave.

Level of Membership

- In order to become a member of the sick bank for the 2022-2023 school year, the employee will be required to donate one day of state leave to maintain membership in the sick leave bank.

Forms

- Employee sick leave bank enrollment will be completed through Skyward Employee Access.
- The request form for sick leave bank days will be submitted to human resources. (Exhibit attached)
- Physician statement is required with the request form.
- Notice of grant or denial of requests will be emailed to the employee.

Appeals

- Employees who wish to appeal the decision of the sick leave administrator must follow the employee grievance process outlined in Policy DGBA.

Eligibility and Enrollment

- All full-time employees are eligible to become members of the sick leave bank.
- An employee must contribute one state leave day.
- Existing employees may enroll in the sick leave bank prior to September 1 each year.
- Employees hired after September 1 may enroll in the sick leave bank at the time of hire by depositing one day. The district will advance state sick leave days to a new employee for this purpose.
- All members of the sick leave bank will be required to deposit one day of state leave if the balance of days in the bank falls below 180 days.
- Contributions will be deducted from an employee's state leave balance before the end of September each school year.
- Conditions for which an employee received medical advice or treatment within the six months before enrollment will not be covered for the first year following his or her enrollment in the bank.
- Employees that receive days from the bank will be required to contribute two days during the next open enrollment following their return to work.

Retiring Employees

- Upon retirement employees may choose to contribute unused leave days to the sick leave bank.

Qualifying Conditions

- Only absences due to the employee's catastrophic illness or injury or catastrophic illness or injury of a member of the employee's immediate family are covered by the sick leave bank.
- A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that

employee and to lose compensation from the district. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions related to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Requests for Sick Leave Bank Days

- An employee must submit a written request for sick leave bank days to the Executive Director of Human Resources. A request must be made two weeks prior to use. The administrator will notify the employee in writing regarding approval or denial of the request.

Number of days granted

- Employees may be granted up to 90 days from the sick leave bank for any one condition.

Extended Sick Leave

- An employee may receive extended sick leave but not be eligible for the sick leave bank.
- After all available state and local leave days have been exhausted, an employee shall be granted in a school year a maximum of ten leave days of extended sick leave to be used for the employee's catastrophic illness or injury, including pregnancy-related illness or injury, or for absences related to the catastrophic illness or injury of a member of the employee's immediate family.
- The sub rate of pay for the employee's position shall be deducted for each day of extended sick leave taken whether or not a substitute is employed.

Confidentiality

- Any medical information provided shall remain confidential.

Medical Provider

- Medical certification by a health care provider as defined by the Family and Medical Leave Act must be submitted with a request for sick leave bank days.
- Recertification of a medical condition is required every 30 days or when a request for additional sick leave bank days is made.

Cancellation of Membership

- If a member decides to cancel his or her membership in the bank, all days contributed will be forfeited. If, at a later date, this individual wishes to rejoin the bank, he or she may do so during the enrollment period by donating the required number of days.
- Membership in the sick leave bank ceases on the effective date of an employee's termination. An individual who is rehired is eligible to rejoin the bank by donating the required number of days.

