

**North Central Education Service District  
Donation to Sick Leave Bank - Form  
August 2020**

**Collective Bargaining Agreement – Article VII (I)**

**I. Sick Leave Bank**

1. A sick leave bank shall be established for use by employees who have exhausted individual sick leave and have voluntarily enrolled in the program through donation of days.
2. The Sick Leave Bank is intended to afford contributing members additional paid sick leave days should a long-term illness or injury exhaust the employee's accumulated sick leave. All other available paid leave must be exhausted.
3. The Sick Leave Bank is not afforded to employees receiving funds under Work's Compensation, Long Term or PERS disability.
4. Initial (*Fall of 2019*) donations will include a 2-day donation from either the employee's sick or personal leave. An annual open enrollment period which will include a donation of 1 day of leave shall be from July 1 to October 1. Donated leave is non-recoverable by donating employee.
5. There will be a cap on usage of ten (10) days per individual, per school year, and a total aggregate cap of twenty (20) days per school year.
6. A four-(4) person sick leave bank committee will be appointed by the Association and the Superintendent to develop procedures and approve sick leave bank requests. The committee will be comprised of two association members, Business Manager, and representative of NCESD administration.

**Note:** Please refer to your monthly pay voucher to determine how much sick leave you have accumulated and available.

**Sick leave** will be credited and deducted pursuant to ORS 332.507. At the beginning of employment, a twelve-month employee shall receive twelve (12) days per year, accumulation unlimited. Employees other than twelve-month employees shall receive sick leave according to the number of months worked with a minimum of ten (10) days per year.

**Personal Leave:** Three (3) days are allocated yearly for personal leaves of absence, subject to the approval of the Superintendent.

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This program is completely voluntary and available to only those staff members who elect to donate to the Sick Leave Bank. Given we did not start last year, the initial donation is 2 days from either your sick or personal leave. After the first year, staff will be asked to donate annually 1 day to maintain a balance of days available to staff in need.

**Directions:** Please complete the form below, sign it, and return it to the business office by October 1, 2020.

**Name of Employee:** \_\_\_\_\_

I elect to donate \_\_\_\_ days from my:      \_\_\_\_ Sick Leave      \_\_\_\_ Personal Leave

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_