

Richmond R-XVI School District
Sick Leave Pool

Approved by Richmond R-XVI Board of Education
June 12, 2018

1. PURPOSE:

- a. The purpose of the Sick Leave Pool (Pool) is to furnish a continuing income for employees who are faced with a major illness or accident and have used up all sick, personal and vacation leave days. This Pool is not designed for brief illness after paid leave is used up, family illness, death or business.

2. MEMBERSHIP AND CONTRUBTION OF DAYS:

- a. The Pool is available to all full-time, active nine, ten, eleven and twelve-month employees.
- b. Participation in the Pool is voluntary.
- c. To be eligible to withdraw days from the Pool, an employee must make a one-time contribution of three (3) sick days to be considered vested in the Pool. Employees may donate three (3) sick days in one year or one (1) sick day a year until they reach the three (3) required sick days.
- d. Sick leave contributions will be deducted from the contributing employee's accumulated sick leave balance on the September payroll.
- e. The enrollment period for all employees will be August 15th through September 15th each year. Employees who want to join the Pool need to complete the membership application form and submit it to the District Benefits Coordinator no later than September 15th of each year.
- f. When the balance in the Pool is depleted to two hundred (200) days, all members of the Pool will be assessed one (1) sick day. This day will be assessed during the following school year on the September payroll.
- g. The days donated become the property of the Pool.
- h. Members can opt out at any time by providing a written statement to the District Benefits Coordinator. If a member decides to cancel Pool membership, the days contributed remain the property of the Pool.
- i. Termination of membership in the Pool occurs on the last day worked. Former members retain absolutely no rights or interest in the Pool following termination. Total days contributed by former employees remain available for Pool usage.

- j. If membership in the Pool was terminated, for any reason, the member may be reinstated in the Pool by donating three (3) sick days during the next enrollment period.

3. REQUESTING USAGE OF POOL

- a. A member must be vested in the Pool to be eligible to request days.
- b. Pool usage is voluntary.
- c. Participation in the Pool does not automatically guarantee approval for usage of the Pool.
- d. A member requesting usage of the Pool must submit a written request to the District Benefits Coordinator.
- e. A Sick Leave Pool Committee (Committee) will approve or deny all requests for Pool usage.
- f. Membership on Committee
 - i. Members of the Committee will consist of three (3) staff members and the District Benefits Coordinator (no voting privileges).
 - ii. Members of the Committee will be selected from the District Advisory Committee. Three (3) members will be nominated and approved during the first meeting of the Advisory Committee each year.
 - iii. Members of the Committee must be vested in the Pool. If there are not three (3) vested staff members on the Advisory Committee, preference will be given to staff members vested in the Pool. Any Committee positions unable to be filled by a vested Pool member will be filled by the District Advisory Committee.
 - iv. Vacancies on the Committee that arise during the school year will be filled by the District Advisory Committee during the meeting after the vacancy occurs.
- g. Duties and Responsibilities of the Committee
 - i. The Committee will meet when a request for Pool usage has been submitted to the District Benefits Coordinator.
 - ii. A member requesting Pool usage must give approval for the District Benefits Coordinator to provide FMLA medical certification (where applicable) or a physician's statement stating the nature of the illness and that the member is unable to work due to said illness. If a member is unwilling to provide enough medical information for the Committee to

make a determination, usage of Pool may be denied. Employee name and any demographic information not relevant to the decision will be redacted from all forms to assure the privacy of the employee and compliance with federal law.

- iii. The Committee will review applications for Pool usage and determine the eligibility of the requesting member in accordance with the criteria of this policy.
- iv. It is the Committee's responsibility to make sure that the Pool is not abused by members.
- v. The District Benefits Coordinator will notify, in writing, the requesting employee of the Committee's determination.
- vi. An employee may appeal the decision whose application for Pool usage has been denied to the Superintendent in accordance with the following:
 1. A request for review must be made in writing and submitted to the Superintendent within five (5) business days after being notified of the Committee's determination.
 2. The Superintendent will render the decision in written form within ten (10) business days after the request for appeal has been received.
 3. The Superintendent's decision is final and no further administrative appeal may be taken. The decision is not subject to the District's grievance procedure.

4. ADMINISTRATION AND USAGE OF POOL:

- a. There is no pregnancy exclusion.
- b. All accumulated sick, personal and vacation leave days must be depleted to be eligible to withdraw days from the Pool.
- c. A member must be off work due to major illness or injury for ten (10) consecutive contract or scheduled work days without pay before being eligible to withdraw days from the Pool.
- d. Withdrawals from the Pool may only be taken in full day increments.
- e. A member who is receiving workers' compensation is not eligible to withdraw days from the Pool.
- f. A member receiving days from the Pool will not accrue additional leave days during this time.

- g. Days paid from the Pool will equate to the member's day. A classified staff member's day will match the length of a regular work assignment/scheduled day. A certified staff member's day will match the length of a contract day.
- h. A member may not withdraw more than 60 days per fiscal year (July 1 to June 30).
- i. The lifetime maximum number of days which may be withdrawn for any member will be 120 days.
- j. All days referred to in this policy are contract days for certified personnel and work assignment/scheduled days for classified personnel.
- k. A record of days donated and days withdrawn will be kept by the District Benefits Coordinator.
- l. The District has the authority to interpret this policy and to determine all questions that arise under it. District interpretations are binding on all employees.