



Policy 3.9R

## **SICK LEAVE BANK AND CATASTROPHIC LEAVE BANK** Effective: 7/1/2020

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### A. Sick Leave Bank

1. **Participation:** Each licensed staff member may voluntarily contribute one day of his/her sick leave allowance to a Sick Leave Bank. Enrollment in the District's Sick Leave Bank will be prior to September 15 for non-members and for new professional personnel in the district. Each teacher wishing to make a contribution shall do so on a Sick Leave Bank form submitted to the Sick Leave Bank Chairperson or to the Assistant Superintendent of Schools for personnel.
2. **Governance:** A committee shall, with the assistance of the Assistant Superintendent, oversee the administration of the Sick Leave Bank. The committee shall be comprised of one (1) teacher from each school in the district, one (1) administrator who shall be appointed by the Superintendent, and the bookkeeper/payroll clerk from the Central Office. The clerk position from the Central Office will be a non-voting position. Teachers and administrators who serve on this committee must have contributed days to the Sick Leave Bank. The selection of teachers for the committee shall be at the same time the Personnel Policies Committee members are selected and shall be elected by the respective faculties. Teacher committee members will serve three (3) year terms and follow the same rotation as Personnel Policies Committee members. The Administrator will serve a three (3) year term. The committee chairperson shall be selected by the committee from the teacher representatives. The committee secretary or other officers shall be selected by the committee as needed.
3. **Rules of Operation:** The Sick Leave Bank Committee shall administer the Bank according to the following rules:
  - a) Personnel making contributions may request withdrawals from the Bank.
  - b) The Sick Leave Bank days may be used only upon exhaustion of a Bank member's accumulated sick leave. Days granted from the Sick Leave Bank will be used before "the thirty-day cost of sub leave" provision [policy 3.8, I.G] is applied.
  - c) Sick Leave Bank days will be granted only upon approval of the Sick Leave Bank Committee when personal illness or disability, or the catastrophic illness of a spouse, child, parent, or a relative in the same household prevents a staff member from returning to work.

- d) Request for Sick Leave Bank days will be made on a Sick Leave Bank request form submitted to the Sick Leave Bank Chairperson or to the Assistant Superintendent of Schools.
  - e) Grants made from the Sick Leave Bank shall be for up to fifteen (15) days per illness occurrence (to include any days needed off work for follow-up appointments, intermittent treatments, etc.) for an individual member, with a limit of fifteen (15) days being granted within any twelve (12) month period of time.
  - f) Approval of days from the Sick Leave Bank will be by majority vote of the Sick Leave Bank Committee. Each request will be considered on its own merits; no request or condition will be approved automatically. Examples of requests or conditions that usually may not be approved are extra days for routine pregnancy leave and requests for mental illness leave, unless the situation involves hospital or institutional care.
  - g) Applicants who are denied a request may appeal the decision by appearing in person before the sick leave bank committee and/or submitting additional information and requesting a re-evaluation of the application.
  - h) Sick Leave Bank days will not be granted to members for days covered by an income protection insurance policy or similar coverage ~~provided by~~ offered through the District.
  - i) The Sick Leave Bank may solicit additional contributions if the balance drops below thirty (30) days.
  - j) Requires certification by a physician.
  - k) All unused days granted by the Sick Leave Bank shall be returned to the Bank.
4. Reports: The Sick Leave Bank Committee shall be responsible for the proper maintenance and development of records and report forms. The committee shall work closely with the administration in administering the Sick Leave Bank. The chairman of the Sick Leave Bank Committee shall furnish a list of new members to the payroll department each year, and the payroll clerk will keep a current electronic list of all members.
5. Sick Leave Bank days will carry over to succeeding years with a maximum of 500 total carryover days.
6. A licensed person who is retiring after at least twenty-five (25) years of experience (or age 60) with the last ten (10) years as an employee of the

Russellville School District may contribute ~~fifteen (15) or fewer~~ days to the Sick Leave Bank

## B. Catastrophic Leave Bank

1. Definition: The Catastrophic Leave Bank shall be available only for those contributing staff members who meet with the following definition of catastrophic diagnosis.
  - a) Catastrophic Illness/Injury: An illness or injury of such magnitude that the employees' life is endangered and/or his/her health is impaired to such an extent that he/she has no option but to seek immediate medical treatment that requires extended time away from the job. The following list is not exhaustive but identifies some health conditions that are included and excluded as catastrophic under this definition.  
  
Included:
    - Cancer(s)/Tumor(s)
    - Heart Attack
    - Aneurysm
    - Stroke
    - Non-Elective Surgery
    - Debilitating/Immobilizing Injury or Condition
    - Acute Illness/Disease  
Excluded:
    - Elective Surgery
    - Pregnancy/Delivery Without Severe Complications
    - Recurring Infection (Cold, flu, etc.)
  - b) Requires certification by a physician.
2. Participation: Each licensed staff member may voluntarily contribute one day of his/her sick leave allowance to the Catastrophic Leave Bank. This contribution is in addition to or independent of membership in the Sick Leave Bank. Enrollment in the District's Catastrophic Leave Bank will be prior to September 15 of each school year for non-members and for new professional personnel in the district. Each teacher wishing to make a contribution shall do so on a Catastrophic Leave Bank Form submitted to the Sick Leave Bank Chairperson or to the Superintendent of Schools.
3. Governance: The Sick Leave Bank Committee shall, with the assistance of the Superintendent, oversee the administration of the Catastrophic Leave Bank.
4. Rules of Operation: The Sick Leave Bank Committee shall administrator the Catastrophic Leave Bank according to the following rules.

- a) Personnel making contribution to the Catastrophic Leave Bank may request withdrawals from the Bank.
  - b) The Catastrophic Leave Bank days may be used only upon exhaustion of a Bank member's accumulated sick and personal leave and exhaustion of grants from the Sick Leave Bank.
  - c) Catastrophic Leave Bank days will be granted only upon approval of the Sick Leave Bank Committee in accordance with the guidelines and terminology of a catastrophic illness of that employee.
  - d) Request for Catastrophic Leave Bank days will be made on a Catastrophic Leave Bank Request form submitted to the Sick Leave Bank Chairperson or to the Superintendent of Schools.
  - e) Grants made from the Catastrophic Leave Bank shall be for up to thirty (30) days per illness occurrence (to include any days needed off work for follow-up appointments, intermittent treatments, etc.) for an individual member, with a limit of thirty (30) days being granted within a twelve (12) month period of time. Applicants who are denied a request may appeal the decision by appearing in person before the Sick Leave Bank Committee and/or submitting additional information and requesting a re-evaluation of the application.
  - f) All unused days granted by the Catastrophic Leave Bank shall be returned to the Bank.
  - g) Catastrophic Leave Bank days will not be granted to members for days covered by an income protection insurance policy or similar coverage offered through the District.
  - h) The Catastrophic Leave Bank may solicit additional contributions if the balance drops below thirty (3) days.
5. Reports: The Sick Leave Bank Committee shall be responsible for the proper maintenance and development of records and report forms. The committee shall work closely with the administration in administering the Catastrophic Leave Bank.
  6. Catastrophic Leave Bank days will carry over to succeeding years with a maximum of 500 total carryover days.
  7. A licensed person who is retiring after at least twenty-five (25) years of experience (or age 60) with the last ten (10) years as an employee of the Russellville School District may contribute days to the Catastrophic Sick Leave Bank.

Previous Policy Number: GBRI 7-8, 00.60

Policy Adopted: 11/15/1983

History PPC: 5/6/2020

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Revised: 5/21/1985, 4/20/1993, 2/20/1996, 11/17/1998, 2/29/1999, 2/20/2001,10/19/2010, 3/16/2012 (wording, "licensed")

Revised to include Catastrophic Leave Bank: 11/17/1998, 4/30/2020