

3.8 – CATASTROPHIC SICK LEAVE BANK

Definition

A Catastrophic Sick Leave Bank (CSLB) 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 CSLB, during a given contract year, shall be eligible to withdraw from the CSLB.

The Director shall appoint a Catastrophic Sick Leave Bank Committee. The Committee shall consist of six (6) members: three (3) licensed employees and three (3) classified employees. Each representative will serve a term of 3 years.* All members of the Committee must also be members of the CSLB. 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.

**To begin the 3-year CSLB Committee rotation, after appointment, Committee members will draw numbers 1 to 3 to determine the number of years of service on the Committee. Following this beginning rotation, each new representative appointed will serve 3 years. This insures a continuous flow of experienced representatives serving the CSLB members.*

Membership

Members will be the employed staff of the Dawson Education Cooperative. New employees must work one year to be eligible for membership. Each individual will have the right either to be a member of the CSLB 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 1 and July 31 each year. The membership fee of one donated day must be deposited in writing on the Catastrophic Sick Leave Bank Donation Form (see Appendices).

Membership in the CSLB is considered continuous unless the CSLB Committee receives written notice of withdrawal of membership. If, at the time of the open enrollment, the number of days in the Bank exceeds three-hundred fifty (350) days, current members will receive automatic membership for the upcoming school year; new members will still be required to donate one day of their sick leave. If, at any time, the total of available days in the Bank falls to less than one-hundred fifty (150) days, the Bank Committee will solicit additional contributions to the Bank.

Eligibility

Members of the CSLB shall be eligible to request a withdrawal from the Bank under the following conditions:

1. The Member has exhausted all accumulated and current sick leave, vacation leave, and personal leave.

2. The Member is not receiving Workers' Compensation or Social Security Disability. Any Member who has purchased personal disability insurance is still eligible to make a request for withdrawal from the Bank.
3. The Committee, as a general guideline, may only approve a request for withdrawal from the CSLB for catastrophic personal or family illness, disability or accidents which cause the Member to be absent for a continuous or intermittent period of time. In this context, family shall be defined as the following: spouse, children, parents, or any other relative living in the same household.

Withdrawals

Requests for withdrawal from the 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. A request for withdrawal from the Bank grants the Committee permission to see the Member's 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 Member's request, at its discretion.

***Requests shall be for no more than twenty (20) days; Member may make no more than three (3) requests per annual contract period.*

The Committee shall have the authority to grant, reduce, or deny any request. However, the Committee may grant no request, and any granted request may be withdrawn, if the Member accepts retirement, becomes eligible for Social Security Disability, or returns to work.

Any CSLB member requesting a withdrawal from the Bank, grants the Committee final authority in the matter and agrees to follow the Committee ruling. In the event of a tie, the Director will have the final vote.

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