

MENA PUBLIC SCHOOLS

SICK LEAVE BANK CONTRIBUTIONS FORM

I, _____ hereby request and authorize that _____ day(s) be deducted from my sick leave allowance to contribute to the Sick Leave Bank.

Contributor's Signature

Date

Participation:

Each staff member may voluntarily contribute one day for nine (9) and ten (10) month contracted employees and two days for (11) and twelve (12) month contracted employees of his/her sick leave allowance to a Sick Leave Bank.

IF YOU DO NOT WISH TO CONTRIBUTE, CHECK & SIGN BELOW.

I DO NOT WISH TO PARTICIPATE IN THE SICK LEAVE BANK. _____

Signature

Date

PERSONNEL SICK LEAVE BANK

Purpose:

This Sick Leave Bank is for the protection of participating employees during long-term disability of the employee, or member of the immediate family. The immediate family shall include spouse, children, parents or other relatives living in household.

Participation:

Each staff member may voluntarily contribute one day for nine (9) and ten (10) month contracted employees and two days for eleven (11) and twelve (12) month contracted employees of his/her sick leave allowance to a Sick Leave Bank. Enrollment in the District's Sick Leave Bank will be prior to September 1 each school year for non-members and for new personnel in the District. Any new personnel employed after September 1 will have 20 calendar days to enroll in the Bank.

Membership in the Bank shall be continuous unless the employee informs the Superintendent's office of his/her intent to withdraw from the Bank prior to September 1 each year. Days contributed to the Bank may not be returned.

Governance:

A nine (9) member committee shall, with the assistance of the Superintendent, oversee the administration of the Sick Leave Bank. The committee shall be comprised of four (4) classroom teachers, one from each building, one (1) administrator, one (1) school board member, and three (3) classified employees. Committee members must have contributed days to the Sick Leave Bank. The committee members will be selected at the same time the member of the Personnel Policies Committee are selected. Each building will select a teacher representative. Administrators will select their representative, the school board should select its representative in their August meeting, and classified employees, district wide, will select their representatives. Committee members will serve three (3) year terms except the initial committee.

In order to have rotating teams, the initial committee will draw for terms of office as follows:

- 4 members with 3 year terms
- 4 members with 2 year terms
- 2 members with 1 year terms

The committee will choose its own chairperson each year.

Rules of Operation:

The Sick Leave Bank Committee shall administer the Bank according to the following rules:

The sick leave bank is for all Mena Public Schools employees who are members of the sick leave bank and have exhausted all accumulated sick leave due to catastrophic and unavoidable circumstances. In order to use the sick leave bank services, the situation must be severe.

To become a member of the sick leave bank, *prospective members must donate one (1) day per year for three (3) years. (Clarification)*

When a Mena Public Schools employee has exhausted all accumulated sick leave and has missed at least 20 consecutive days of work, then the employee may petition the sick leave bank committee for a maximum of 40 days to be used as additional sick days. (Special circumstances such as an employee who does not miss 20 consecutive days because he/she tries to be at work as often as possible will be taken under consideration by the committee for exception.)

Medical documentation attesting to the severity of each situation must be provided to the committee.

If the sick leave pool is depleted, the source of additional days will be the accumulated sick leave of other employees. After an employee petitions for additional days, each campus committee member will forward that information to the campus faculty. Each faculty member may choose whether or not to donate up to 5 days of his or her own accumulated sick leave to the individual. Their affirmative decision will be given directly and discretely to the central office and remain confidential.

Records:

In the event that an additional assessment is made and a participating member does not have an additional day available, and the member is in at least the second year of participation, the member may borrow from the Bank to continue coverage. This day must be repaid at the beginning of the next school year.

Members unable or unwilling to contribute the additional assessment will be dropped from the program. Any member who was unable to contribute is eligible to join the following year by contributing one regular sick day. Any member unwilling to contribute the additional assessment must wait a year in order to rejoin.

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.

Days left over at the end of the year in Sick Leave Bank will be carried over to succeeding years.