

# CLASSIFIED SICK LEAVE BANK GUIDELINES

## Lewistown Public Schools

Policy 5510  
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### **Section 1**

The Sick Leave Bank is meant to provide **temporary** assistance during an **extended** illness or injury. It is **not meant as a full means of support.**

The Sick Leave Bank leave will run concurrently with the Family and Medical Leave Act.

### **Section 2**

A Sick Leave Bank will be available for all classified employees who have passed the probationary period of 6 months.

### **Section 3 – Donating Hours**

The Classified Sick Leave Bank will have a ceiling of four hundred (400) hours per year, with \*\* 3 exceptions. A Classified staff member may donate up to five (5) days per donation period. (Example: If your work agreement states you work two (2) hours per day, you can only donate ten (10) hours.) Once the bank gets down to 100 hours, another donation period may be opened up and you may donate up to another five (5) days. A statement must be signed verifying the contribution.

The Classified Council may solicit members for additional hours when the bank is open for donations.

\*\* If an employee terminates his/her position, there is no limit to the amount of hours they may donate to the Sick Leave Bank, no matter how many hours are in the bank at the time.

### **Section 4 – Management of Bank**

The employer/employee recognizes the Classified Council as the governing agent for management and disbursement of the Sick Leave Bank. The **representative from Central Office shall be the contact person** for submitting and requesting hours of the Bank. **All completed request forms and donation forms shall be sent to the Central Office Classified Council Representative.** Paperwork must be turned in within 2 weeks after the onset of illness/injury, unless you are incapable of doing so.

Classified Council will be in charge of operating the Sick Leave Bank and granting or denying sick leave requests by a 2/3 *secret ballot* vote of the Council. If there is no Classified Council meeting scheduled within the next month of the request, the contact person will conduct a phone survey of the Classified Council for approval or denial of the request. The Classified Council will make final decisions.

### **Section 5 – When You Can Request Hours**

Employees must exhaust all of their sick leave before applying to the Sick Leave Bank. An employee shall not be granted hours if he/she is receiving Unemployment Compensation, Worker's Compensation or is eligible for Weekly Disability Benefits. This also includes the 4 day waiting period required by Worker's Compensation.

### **Section 6 – What You Can Request Hours For**

Leave from the Sick Leave Bank will not be available for surgery other than that which cannot be delayed or postponed, unless documented by a licensed medical doctor. Leave for reasons related to immediate family members may only be granted to employees from the Sick Leave Bank when immediate family members are in a life-threatening situation. *Immediate family is defined as the employee and spouse and their grandparent, father, mother, sister, brother, daughter, son and grandchild.*

### **Section 7 – How Much Can You Request**

An employee eligible for receipt of sick leave donations may receive no more than a maximum of ten (10) days of sick leave per pay period unless it is a three week pay period. Days are based on the hours per day in your work agreement. (Example: If your work agreement states you work two (2) hours per day, you can only request twenty (20) hours at a time.) Requests must coincide with the payroll cutoffs assigned at the beginning of the fiscal year. If you need sick leave in two (2) different pay periods, you must fill out two (2) separate requests, but the same medical statement is sufficient as long as the dates for the request and the medical statement coincide. One employee cannot receive more than one hundred (100) hours of sick leave per *medical incident*, unless the Classified Council grants special permission (up to an additional 100 hours for extenuating circumstances, per medical incident).

### **Section 8 - Exclusions**

No maternity leave will be granted unless complications arise from the pregnancy or delivery. A doctor's statement will be required.

### **Section 9 – Dr.'s Statement**

Each application to the Sick Leave Bank shall require a statement from a licensed medical doctor attesting there is an extended illness or injury and the period of convalescence.

### **Section 10 - Records**

The Classified Council will maintain a record keeping system for the Sick Leave Bank. Such records shall include donor and application forms, hours donated, and hours used. Such information shall be shared with the payroll clerk of Lewistown Public Schools for appropriate withdrawal of sick leave and payment of wages.

### **Section 11 – Donating Directly to an Individual Classified Staff Person**

After an employee has used 200 hours of donated Sick Leave Bank hours, for extenuating, life threatening situations only, (including their immediate family members when they are the primary caregiver only) other Classified Staff may donate directly to that individual. The person donating must still fill out the proper paperwork with the Classified Council. If a Classified Staff member would like to contribute directly to another employee, that fits into this situation, please contact a Classified Council member or the person in need.

**\*\*** Once the life threatening situation is over, if the employee has more than one week of sick leave hours accrued from donations, they must donate the extra hours back to the Sick Leave Bank, no matter how many hours are already in the bank. They may keep one week of those sick leave hours for their use. This will run concurrently with the Family and Medical Leave Act.

**\*\*** Should you become unemployed by Lewistown Public Schools during this time, donated hours may not be cashed out. They must be placed into the Sick Leave Bank no matter how many hours are in the bank at the time.

- *If a Sick Leave donation period is opened up and you have extra sick leave hours, please consider donating some of those hours. Remember that you may be the one asking for donated hours someday. Thanks!*
- *Please contact any Classified Council representative if you have questions regarding the Sick Leave Bank.*

Policy History:

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