

Sick Leave Bank Guidelines for Hutto ISD

SECTION I: PURPOSE AND DEFINITION

A. Purpose

The purpose of the Sick Leave Bank is to provide additional sick leave days to members of the bank in the event of an unexpected critical illness, surgery, injury, catastrophic illness or a disability. Days may be granted for use only after the member has exhausted all available accumulated state, local and extended sick leave days.

B. Definitions of Sick Leave Days for Members

Sick leave days from the bank are those days granted to a member, who through an unexpected critical illness, surgery, injury, catastrophic illness, or disability, is unable to perform the duties of his/her position.

SECTION II: MEMBERSHIP

A. Eligibility

All personnel eligible for personal leave shall be eligible for membership.

B. Procedure for Joining the Sick Leave Bank

1. Any employee who is eligible to join the Sick Leave Bank may do so by contributing one (1) day of local personal leave. An employee desiring to join during the current school year must be able to earn at least one (1) day from the time of his/her employment until the completion of his/her total number of days of work at the end of the school year. An employee must work a total of thirty-six (36) days to earn one day of local personal leave.
2. The enrollment period for current employees and new employees hired prior to the opening of the school year shall be during annual open enrollment
3. All personnel who join the bank within the enrollment period are eligible for membership beginning September 1st.
4. New personnel employed after the enrollment period are eligible to join as soon as they begin their work. Such personnel must join within thirty (30) days from their actively-at-work date with membership effective the 1st day of the month after your date of hire.
5. Employees desiring to join the bank shall complete the membership application form and submit it to the HR Dept. HR shall verify the employee's eligibility.

SECTION III: REGULATIONS CONCERNING CONTRIBUTION OF DAYS

- A. To become a member of the bank, an employee must contribute one day of local personal leave for the current school year. Employees must join annually.

- B. The one-day donated becomes the property of the Hutto ISD Sick Leave Bank. ALL DONATIONS WILL REMAIN IN FORCE AND CANNOT BE RETURNED EVEN UPON CANCELLATION OF MEMBERSHIP.
- C. For bank purposes, the school year will be from September 1 through August 31.
- D. If a member decides to cancel his/her membership in the bank, the days contributed for the membership remain the property of the bank. If, at a later date, this individual wishes to rejoin the bank, he or she may do so during the enrollment period by again donating a day.

SECTION IV: REGULATIONS CONCERNING GRANTING OF SICK LEAVE DAYS FROM THE BANK

- A. Granting of days from the Sick Leave Bank.
 - 1. A member may apply for days from the Sick Leave Bank only after being absent from work for five (5) consecutive days. Medical certification must support the need for leave.
 - 2. Conditions known to exist by current employees on or before joining of the Sick Leave Bank within the enrollment period will be covered under provisions of the Sick Leave Bank.
 - 3. Conditions known to exist by new employees on or before the joining of the Sick Leave Bank will not be covered under provisions of the Sick Leave Bank during the first sixty (60) days of employment.
 - 4. Sick leave days from the Bank are available only in the event of unexpected critical illness, surgery, injury, catastrophic illness, or disability. Complications arising from childbirth will be based upon medical certification.
 - 5. Sick leave days from the Bank will be granted only after the member has exhausted all available state, local and extended sick leave days.
 - 6. Days from the Bank shall be granted only for illness, injury, surgery or other disability to an employee or a member of the employee's immediate family which necessitated an absence from work for five (5) consecutive working days or longer. In case of chemotherapy or other cancer treatment, days can be granted for one to four days' absence. Immediate family shall include:
 - a. Spouse
 - b. Son, stepson and son-in-law
 - c. Daughter, stepdaughter and daughter-in-law
 - d. Parents, stepparents and parent-in-law
 - e. Grandparents
 - f. Minor residing in residence under legal guardianship
 - 7. Sick Leave Bank days shall be granted only for absences from working days and will not be granted for holidays, vacations days or other such days for which the member is not paid.
 - 8. The maximum number of Sick Leave Bank days that may be granted to an employee during the year (September 1 through August 31) will be twenty percent (20%) not to exceed thirty (30) days.

9. If a member who has received less than thirty (30) days from the Sick Leave Bank returns to work and then is ill again with the same or a different illness, he/she may apply to the Sick Leave Bank for additional days needed, the total not to exceed thirty (30) days per year. Each separate illness must meet the initial criteria.
10. Sick leave days from the Bank may not be granted for the period of disability when monies are paid to the member under the Workers' Compensation Act.
11. The sick bank balance reverts to zero at the end of each year (August 31) regardless of the number days remaining in the bank. When an employee donates one day, he does that knowing the day will not be returned even if not used by the employee(s).
12. A contributor will lose the right to utilize the benefits of the Bank only by:
 - a. Termination of employment in the Hutto Independent School District.
 - b. Written cancellation of participation by the member at any time.

SECTION V: PROCEDURES FOR APPLYING FOR SICK LEAVE DAYS

Should the member have an unexpected critical illness, surgery, injury, catastrophic illness, or disability necessitating the need for additional days after all accumulated state, local and extended sick leave days will have been used, the member may submit a request for days from the Bank. Current medical certification must accompany this request or be on file in HR.

If a member is critically ill and unable to file an application for sick leave days from the Bank, a family member, a designated individual or immediate supervisor may initiate the application form at the request of the employee.

SECTION VI: FINAL DECISIONS

Procedures for deciding any questions not covered herein:

Any question concerning membership, regulations or application for sick leave days that may arise after adoption of this plan and not specifically covered herein, shall be submitted to HR who will make a recommendation to the Superintendent or her designee for a final decision.

SECTION VII: AMENDMENT PROCESS

- A. These Administrative procedures may be amended upon recommendation of HR followed by approval of the Superintendent of Hutto ISD
- B. Any policy change in this program must also be approved by the Board of Trustees of the Hutto ISD. These changes would include, but are not limited to:
 1. Eligibility
 2. Ineligibility requirements
 3. Change in number of days within pool
 4. Decisions having financial impact on the district