

<p>CATASTROPHIC SICK LEAVE BANK</p>	<p>The purpose of the sick leave bank is to provide additional sick leave days to members of the bank in the event of a catastrophic illness or injury.</p> <p>Sick leave days from the bank may be granted to a member who, through a catastrophic illness or injury, is unable to perform the duties of his or her position.</p>
<p>PURPOSE AND DEFINITIONS</p>	<p>Catastrophic is defined as an illness, injury, or physical or mental condition that is so severe that it is disabling in nature, not a mere passing disorder or temporary ailment, requiring treatment by a physician and hospital admittance. Although some degree of permanency is usually involved, the disease need not necessarily be incurable or permanent. A catastrophic illness or injury must result in the inability to pursue an occupation or perform services for wages because of physical impairment over a period of ten (10) consecutive workdays. Examples of illnesses that qualify for benefits of the program include, but are not limited to, cancer, heart disease, multiple sclerosis, stroke, and muscular dystrophy and/or any other debilitating diseases. Pregnancy and delivery shall not be considered a catastrophic illness covered under this sick leave bank except when unusual complications occur.</p>
<p>DISQUALIFYING ILLNESSES OR INJURIES</p>	<p>Benefits under this program are not available in the following circumstances: injuries resulting from or while the employee is intoxicated or under the influence of any narcotic unless it has been administered on the advice of a physician, attempted suicides, venereal disease, alcoholism, some communicable diseases, bulimia, anorexia, whiplash, or any condition involving the teeth.</p>
<p>MEMBERSHIP</p>	<p>All full-time employees (ten-, eleven-, and twelve-month personnel) shall be eligible for membership. For the purposes of this policy, full-time status requires a minimum of 20 hours of work per week. Employees who work less than full time shall be eligible only if they receive local sick leave benefits.</p> <p>Procedures for joining the sick leave bank are as follows:</p> <ol style="list-style-type: none"> <li>1. Any employee who is eligible to join the sick leave bank may do so by contributing one day of local sick leave annually for the first four years of membership. Except as indicated below, an employee desiring to join for the current school year must be able to earn at least one day of local sick leave from the time of his or her employment until the completion of his or her total number of days of work at the end of the school year.</li> </ol>

	<p>When the Board determines that an adequate balance exists in the bank at the beginning of a school year, employees who are members of the bank at the end of the preceding school year shall not be required to donate a day for the next school year. Employees new to the District or employees who join or rejoin the bank during the enrollment period of the school year in which there is an adequate balance shall be required to donate one day.</p> <ol style="list-style-type: none"> <li>2. The enrollment period for current employees and new employees hired prior to the opening of the school year shall be July 1 through September 15.</li> <li>3. All personnel who join the bank within the enrollment period are eligible for membership benefits beginning with their first day of work.</li> <li>4. All new personnel employed after the enrollment period must join within 14 calendar days of beginning employment.</li> <li>5. Employees desiring to join the bank shall complete the membership application form annually and submit it to the CSLB chairperson for processing.</li> </ol>
<p>CONTRIBUTION OF DAYS</p>	<p>Sick leave days contributed to the bank shall be subtracted from the member's local sick leave record.</p> <p>All donations become the property of the sick leave bank and cannot be returned even upon cancellation of membership. If at a later date, an individual who has cancelled membership wished to rejoin the bank, he or she may do so only during the enrollment period by again donating one day.</p> <p>The chairperson of the district CSLB governing committee will, if needed, have the authority to request additional days from current members should the number of days contributed falls below one-half of the membership. If a current member chooses not to donate to the emergency request, his or her ability to use the bank will not be affected.</p> <p>If a member uses five (5) or more days from the Bank during a bank year, he/she will be required to donate an additional day the following school year in order to have continuing membership in the Bank.</p> <p>If occasion should arise when the sick leave bank is exhausted, no</p>

	applications shall be considered until the following year.
GRANTING OF BANK DAYS	<p>The following regulations shall be observed in granting days from the Sick Leave Bank:</p> <ol style="list-style-type: none"> <li>1. Conditions known to exist by the employee on or before the date of enrollment shall not be covered under the provisions of the Bank until one year from the date of enrollment.</li> <li>2. Days shall be granted only after the member has exhausted all accumulated state and local leave days, as well as vacation days.</li> <li>3. Days shall be granted only for unexpected extended critical illness, surgery (Caesarean deliveries shall be considered only if complications occur.), or critical injury which necessitates an absence from work for ten (10) consecutive workdays or longer.</li> <li>4. The Bank shall not cover pregnancy, unless medical complications arise.</li> <li>5. Days shall be granted only for absences from workdays and shall not be granted for holidays, vacation days, or other such days for which the member is not paid.</li> <li>6. The maximum number of days granted to an employee during the bank year shall be 15.</li> <li>7. A member who has used fewer than 15 days during the Bank year may, at a future time, apply for additional days, but shall receive a maximum of 15 days during the Bank year.</li> <li>8. All days granted shall be approved by the CSLB.</li> <li>9. A member shall be reimbursed in his or her regular payroll check only for the amount actually docked.</li> <li>10. Days may be used to supplement monies paid to a member who is receiving workers' compensation benefits, but the combined benefits shall not exceed the member's daily pay.</li> <li>11. All requests for days shall be made within 30 days after returning to duty on forms prepared by and available from the CSLB.</li> <li>12. All unused days in the Bank at the end of the Bank year shall be carried over to the next school year (September 1 through August 31).</li> <li>13. The CSLB board shall reserve the right to evaluate individual extenuating circumstances to determine eligibility for granting days from the Bank.</li> </ol>
LOSS OF ACCESS TO DAYS	<p>A contributor shall lose the right to utilize the benefits of the Bank by:</p> <ol style="list-style-type: none"> <li>1. Termination of employment in the District.</li> <li>2. Cancellation of membership at any time, executed on the</li> </ol>

	<p>proper form.</p> <ol style="list-style-type: none"> <li>3. Being on approved leave of absence.</li> <li>4. Having already been granted days for illnesses related to alcohol and/or other chemical substance dependency.</li> <li>5. Failure to meet contribution requirements.</li> <li>6. Abuse of the system as determined by the CSLB board.</li> </ol>
<p>USE FOR IMMEDIATE FAMILY</p>	<p>Bank days may be used to provide additional sick leave days for members whose immediate family or relative for whom the member is the major caregiver has suffered catastrophic illness or injury as defined above.</p> <p>Immediate family shall include and be limited to the spouse and any children who meet all the following criteria:</p> <ol style="list-style-type: none"> <li>1. The employee's unmarried, dependent, natural, or legally adopted children under age 25.</li> <li>2. The employee's unmarried, dependent stepchildren under age 25 if they live in the employee's home on a permanent basis in a parent/child relationship and are legally dependent on the employee for financial support.</li> <li>3. Other unmarried, dependent children under age 25 if they live in the employee's home on a permanent basis in a parent/child relationship and are legally dependent on the employee for financial support.</li> <li>4. Children over the age of 25 if they are physically or mentally handicapped and primarily dependent on the employee for support and maintenance.</li> </ol> <p>The regulations for granting days shall be the same as for the personal illness or injury of the member, with the following exceptions:</p> <ol style="list-style-type: none"> <li>1. The Bank shall provide days only after the member has lost three days of salary.</li> <li>2. The maximum number of days that may be granted is 15 per bank year.</li> </ol>
<p>APPLYING FOR SICK LEAVE DAYS</p>	<p>Should a member have a catastrophic illness or injury necessitating the need for days in addition to his or her state and local sick leave days, the member may submit a request for days from the bank.</p> <p>A member who requests days from the bank must submit to the CSLB board the required forms available from the CSLB board.</p> <p>The CSLB board may refuse to consider an application that does not contain the required information. The following information is required:</p>

	<ol style="list-style-type: none"> <li>1. A signed statement attesting to the fact the condition, which necessitated the request for days from the bank, was unknown to the employee at the time he or she became a member of the bank.</li> <li>2. Completion of the attending physician’s statement that shall include: <ol style="list-style-type: none"> <li>a. Identification of the nature of the illness and/or extent of injury with the Diagnosis Related Group code.</li> <li>b. Date of initial onset of this condition.</li> <li>c. Anticipated date the employee is eligible to return to work on a full-time basis.</li> <li>d. Statement from the physician that the condition is or was not preexisting.</li> </ol> </li> <li>3. Dates of absences from the work for the illness or injury.</li> <li>4. Anticipated days, if any, for the follow-up examinations.</li> </ol> <p>If a member is critically ill and unable to return to work, an application may be initiated by the supervisor at the request of the member or someone in the member’s family.</p>
GOVERNING BOARD	<p>The governing board of the District CSLB shall be composed of the following members:</p> <p>One administrator – rotated yearly by campus  One teacher from each campus  One paraprofessional (secretary or aide)  One auxiliary employee (maintenance or food service)  One other non-teaching professional employee (counselor, librarian, nurse, etc.)</p> <p>The governing board will be elected by the CSLB membership. Term and length of office shall be two years. A member, if re-elected, may serve a maximum of two consecutive terms.</p>
ELECTION PROCEDURE	<p>Elections shall be held by September 30<sup>th</sup> of each school year.</p> <p>Representatives shall be nominated and elected only by members of the District CSLB.</p> <p>Nominated employees shall give their consent in writing to serve on the governing board before they are eligible for election.</p> <p>A vacancy during a term shall be filled for the remainder of the term by election or selection as appropriate for the category.</p>
DUTIES AND RESPONSIBILITIES OF	<p>Duties and responsibilities of the governing committee shall be to:</p>

<p>THE GOVERNING BOARD</p>	<ol style="list-style-type: none"> <li>1. Review individually in a called meeting all applications for sick leave bank days. A member or representative may be requested to appear before the governing board to substantiate his or her case.</li> <li>2. Determine the number of days approved up to 15 days and reserve the right to approve, disapprove, or modify the days requested.</li> <li>3. Respond in writing to all members who request leave within 15 working days after receiving the request.</li> </ol> <p>The chairperson of the governing board shall process all approved days and forward the information to the payroll department.</p> <p>If a member's request for sick leave is denied, the member may file a written appeal within ten working days, directed to the chairperson, requesting to appear in person before the governing board.</p>
<p>PROCEDURES FOR DECIDING ANY QUESTIONS NOT COVERED IN POLICY</p>	<p>Any questions concerning membership, regulations, modifications, or revisions, or application for sick leave bank days that may arise after adoption of this policy, and not specifically covered herein, shall be submitted to the governing board, which shall make a recommendation to the Board for a final decision.</p>