

Book	Policy Manual
Section	5000 Series - Personnel
Title	Full-Time Classified Sick Leave Bank
Code	5406
Status	Active
Adopted	April 10, 2017

The Caldwell School District Board of Trustees directs the Superintendent/Designee to establish a Classified Sick Leave Bank (CSLB) to help alleviate hardship caused by employees' absence from work necessitated by the occurrence of catastrophic or life-threatening illnesses or accidents and mental illnesses requiring hospitalization. The CSLB **shall not** cover ~~short-term disabilities or work-related injuries.~~

SECTION 1. ELIGIBILITY AND ENROLLMENT GUIDELINES

1.1 Eligibility and Enrollment

~~Eligible~~ Classified employees may enroll in the CSLB during the **annual** open enrollment period designated by the District.

1.1.1 To be eligible to join **the** CSLB, ~~a classified~~ **the** employee **must**:

- **Must be a classified, non-certified employee**
- **Must be a full-time employee who is eligible to participate in the Caldwell School District employee benefit plans.**
- ~~Have been employed continuously with the District for at least one (1) year and~~ **Must have enough accumulated sick leave hours to join the CSLB.** ~~have accrued the required number of sick leave days for donation.~~
- ~~Have donated two (2) days of their accumulated sick leave.~~

~~**1.1.2** Eligible classified employees may enroll in the CSLB during the open enrollment period designated by the District.~~

1.1.2 Enrollment shall remain active during the time an individual is continuously employed by the District. ~~and there shall be no need to re-join during that time.~~

1.2 **Required Sick Leave Contribution** ~~Contributed Sick Leave Days~~

1.2.1 **New members shall be required to make a one-time donation of sick leave hours equivalent to two (2) leave days. Additional donations shall not be required unless it is deemed necessary to keep the bank solvent.**

- 1.2.2 Sick leave ~~days~~ **hours** contributed to the CSLB shall be deducted from the individual's **accrued sick** leave entitlement.
- 1.2.3 ~~Previously~~ Contributed sick leave ~~days~~ **hours** are not refundable or transferable.
- 1.2.4 Classified employees shall not contribute sick leave ~~days~~ **hours** to a sick leave bank for which they are ineligible (i.e. Certified Sick Leave Bank).

SECTION 2. GRANT REQUEST GUIDELINES

- 2.1 To be eligible for a sick leave grant, the CSLB member must have been continuously employed with the District for at least one (1) year.
- 2.2 Grant requests must be submitted in writing after all accrued leave is exhausted.

SECTION 3. DEFINITIONS

- 2.1 Classified Sick Leave Bank Committee: shall be composed of three (3) classified employees and one (1) administrative employee.
- 2.2 **Family Member:** includes father, mother brother, sister, son, daughter, husband, wife, grandfather, grandmother, grandchild, stepfather, stepmother, stepchild (of the employee or spouse), or a person(s) who resides in the employee's household on a full-time basis and whose primary financial support is provided by the family of the employee. ~~spouses, siblings, parents, children, son/daughter-in-law, brother/sister-in-law, father/mother-in-law, grandparents, and grandchildren.~~

Legal

I.C. §§ 33-1216 et seq. Sick and other leave