

Policy 5406: Full-Time Classified Sick Leave Bank

Status: DRAFT

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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 injuries.

SECTION 1. ELIGIBILITY AND ENROLLMENT GUIDELINES

1.1 Eligibility and Enrollment

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; and

- ~~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.~~

~~1.1.23~~ 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 ~~hours~~ ~~days~~ contributed to the CSLB shall be deducted from the individual's accrued sick leave ~~entitlement~~.

~~1.2.32~~ ~~Previously~~ Contributed sick leave ~~days~~ ~~hours~~ are not refundable or transferable.

~~1.2.43~~ 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, spouse/partner, grandfather, grandmother, grandchild, stepfather, stepmother, stepchild (of the employee or spouse/partner), 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.~~ ~~includes spouses, siblings, parents, children, son/daughter-in-law, brother/sister-in-law, father/mother-in-law, grandparents, and grandchildren.~~

Supporting Documents



[Classified Sick Leave Bank Provisions](#)



[Classified Sick Leave Bank Membership Application](#)

Idaho Code § References

33-1216

Description

Sick and Other Leave -

<https://legislature.idaho.gov/statutesrules/idstat/title33/t33ch12/sect33-1216/>

Cross References

5405

Description

Proof of Illness for Sick Leave -

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36031513&revid=6DfVTglgN88KRI0E4TI0xA==>

5410

Family and Medical Leave -

<https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36031513&revid=adJATFK135AShlzylO74DA==>

5455

Sick Leave - <https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36031513&revid=gqx6jGO1lthwQslsheMtwH1aQ==>

Caldwell School District #132



Classified Employees Sick Leave Bank

Classified Sick Leave Bank (CSLB) Policies and Procedures

Intent of the Sick Leave Bank

The purpose of the Classified Sick Leave Bank is to help alleviate hardship caused by absence from work necessitated by catastrophic illness, life-threatening accident, mental illness requiring hospitalization, or a life-threatening condition (excluding natural processes, pregnancy, elective surgery, and chronic conditions of a non-life-threatening nature and job-related accidents covered under Workers' Compensation). The bank is not intended to cover short-term disabilities or injuries.

Who may join the Sick Leave Bank?

Any full-time classified employee who is eligible for benefits may participate in the **CSLB** after they have been continuously employed for one year, and have the accumulated number of sick days for donation. Each new member will be required to donate two (2) days of their accumulated sick leave to join the **CSLB**.

Can I get my donated days back if I don't use them?

No. The Sick Leave Bank days you donate will remain in this district.

When can I enroll?

The open enrollment period occurs during the month of October. Notification regarding the open enrollment deadline will be sent to all staff via email.

If I belonged last year, do I need to re-join?

No. Once you join, you are a member for as long as you are continuously employed by this school district as a classified employee.

When can I apply for a grant?

To apply for a grant, you must meet the following criteria:

1. Must be a member of the Classified Sick Leave Bank, *and*
2. Must have used all sick leave and personal leave prior to a grant from the **CSLB**.

How many days can I be granted from the Sick Leave Bank?

Members may be granted up to 30 days of sick leave over a five-year period.

Sick Leave Bank and FMLA

Days granted from the Sick Leave Bank will run concurrently with FMLA designated leave.

Procedure for Request

Classified employees requesting grants from the **CSLB** need to submit requests to the Human Resource Department and include the following information with their request:

1. Reason for the request (i.e., illness, accident, etc.)
2. Beginning date of absence
3. Date returning to work
4. Number of days/hours requested
5. Letter from the attending physician stating dates excused and date you will be released to return to work
6. In the case of unusual circumstances, the physician's letter should state complications that may affect the size of the grant from the **CSLB**.

Elective Surgery

Elective surgery should be postponed until school is not in session and will be treated as a non-life-threatening situation.

Grants for Family Conditions

A member of the **CSLB** may request days from the bank when they have used all of their sick leave days and must miss work due to the extended illness, accident, or chronic condition of a family member. (A family member includes spouses, siblings, parents, children, son/daughter-in-law, brother/sister-in-law, father/mother-in-law, grandparents, and grandchildren.) The request must be accompanied by the attending physician's letter as to the condition of the family member. A maximum of 7 days may be used for the condition of a family member over a five-year period.

Donation Policies

Staff may not donate sick leave days to the sick leave bank for which they cannot belong; (i.e., classified cannot donate to certified, certified cannot donate to classified, etc.)

Classified Sick Leave Bank Committee

Who is the *CSLB* Committee?

The *CSLB* Committee is composed of three classified employees and one administrator.

Function of the *CSLB* Committee

The *CSLB* Committee manages the bank:

- Establishes the number of days necessary to create the bank and reserves the right to assess the bank members additional days, if deemed necessary.
- Establishes the guidelines to operate the bank and determines the number of days to be contributed by each member.
- Reviews and determines the disposition of each grant application.

It should be emphasized that the function of the *CSLB* Committee is threefold:

- To determine that members requesting sick leave days have complied with the provisions of the *CSLB* policy,
- To ensure the provisions of the *CSLB* are applied consistently, and
- To monitor the number of days in the *CSLB* so the balance remains at a level commensurate with the projected needs of the classified staff members

Assessment of additional days

If it is deemed necessary to request additional days from the *CSLB* members to keep the bank solvent, new members enrolling that school year will be exempt from donating additional days to the bank.

Caldwell School District Classified Sick Leave Bank Application for Membership

This application must be submitted to the Human Resource Department between October 1st through October 15th.

I acknowledge I am a full-time classified employee and have been employed continuously for one year. I have accumulated the number of sick days for donation and hereby donate two (2) days of accumulated sick leave to the Classified Employees Sick Leave Bank.

I understand that the two (2) donated days will remain in the CSLB and are non-transferable. I understand that I may be assessed additional days if needed to keep the CSLB operational.

I have read and understand the Classified Sick Leave Bank provisions and wish to become a member.

Name (print): _____

School: _____

Hours Worked per Day: _____

Signature: _____ Date: _____