

Board Policy

The Board of Trustees of Shelley Joint School District No. 60 agrees to permit the organization and operation of a sick leave bank for the employees not requiring a certificate or defined as “classified” employees.

Suggested Implementation Guidelines

The following provisions apply:

1. Group Membership: Each classified employee who receives district benefits may participate in the sick leave bank. Employees will have the option to choose whether they desire to participate. To participate, each employee shall contribute the equivalent hours of one sick leave day. Sick leave days thus contributed shall be deducted from the employee’s annual sick leave entitlement. When determined that the bank hours, or cash value is insufficient to meet the needs of the bank, every member in good standing shall be assessed the hours equivalent to one additional sick leave day, which shall be deducted from the employee’s annual sick leave entitlement. Eligible employees electing not to join during the initial enrollment period, August 10 to September 10 annually, or within fifteen (15) days of signing a work agreement must wait until the next enrollment period.
2. The Bank: The contributed sick leave hours shall form a fund of cash value that will be available to all eligible classified employees for absences from work necessitated by extended or recurring illness or injury extending beyond the employee’s accumulated sick leave. Any employee leaving the State of Idaho may voluntarily donate up to one-third (1/3) of his/her unused sick leave, in increments of full days, not to exceed twenty (20) days total donation. The bank shall be under the direction of the District Business Manager including all record.
3. The Sick Leave Bank Committee: The Sick Leave Bank Committee shall consist of four (4) classified personnel and three (3) representatives of the school district appointed by the School Board to staggered three (3) year terms. The School District Business Manager shall be a permanent member of the committee. The committee shall have the following responsibilities:
 - a) Determine the amount of days to be donated based on quantity cash value and number of sick days each participant must contribute to keep the bank solvent.
 - b) Reporting to the district’s accounting office the names of contributors and number and cash value of days contributed.
 - c) Establish guidelines it deems necessary to implement the program. Guidelines shall have the approval of the Board of Trustees and Classified Executive Board.

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- d) Authority to make final decisions within the approved guidelines as to the operation of the Bank and disposition of the case.
 - e) Develop and distribute rules and procedures for orderly administration of the bank not inconsistent with the agreement.
 - f) Develop an application form containing all relevant and pertinent information, including:
 - 1) Applicant's name
 - 2) Home phone number
 - 3) School
 - 4) Position
 - 5) Date regular sick leave terminates
 - 6) Details of the applicant's need in some detail
 - g) Shall approve any application prior to use and shall assure usage is consistent to guidelines and intent of the program.
 - h) May recommend to the District further evaluation by proper medical personnel if situation warrants.
 - i) Reports all days and cash value granted by the bank all other information necessary for the employee's records.
4. Requirements to Access the Bank: In order for an employee to be eligible for benefits from the Sick Leave Bank, the employee, before making application, must:
- a) be a contributor to the bank;
 - b) have been absent from work due to illness or injury of self or immediate family;
 - c) have used all accumulated sick leave days or anticipates that necessity.
- Application for use of the bank shall be submitted to the Sick Leave Bank Committee. The Committee shall require proof of illness or debilitation due to injury at the time of application and from time to time after a grant has been made.
5. Sick Leave Bank Grants: The following general provisions prevail:
- a) The maximum number of days that can be granted in any contract year will be the remaining number of days an employee is scheduled to work under the current contract.
 - b) Details of individual grants are confidential.
 - c) In no case will the granting of bank days cause the employee to receive more than his/her annual salary for that year.
 - d) The annual contract year begins July 1 and ends as of June 30.
 - e) The number of days granted shall not exceed the number of days absent from work due to illness or injury.
 - f) No sick leave shall be granted once an employee is eligible to receive disability insurance benefits.

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- g) Grants may not be used for elective surgery or routine pregnancy. Benefits granted incident to childbirth would be due to complications resulting in the inability of the mother returning to work because of her personal illness.
- h) If an employee does not use all the days granted, the unused sick leave will be returned to the bank.
- i) An employee using bank days shall not be required to replace granted days.
- j) Days given to the Sick Leave Bank remain the property of the bank and cannot be transferred if the employee leaves the district, retires, or chooses to drop membership in the bank.
- k) Unused contributed days will be carried from year to year.

Guidelines for Sick Leave Bank

Applicants Must:

1. Be a classified employee of Shelley Joint School District No. 60; and
2. Be a current member of the Sick Leave Bank; and
3. Be experiencing or anticipating experiencing a hardship caused by the absence from work necessitated by an extended or recurring illness or injury to the employee; and
4. Have used all his/her accumulated sick leave days or anticipates that necessity; and
5. Provide proof of illness or injury (a doctor's statement), a second opinion may be requested; and
6. Not be receiving any disability insurance nor workman's compensation; and
7. Not have a history of seriously suspected nor known incidents of sick leave abuse as substantiated by his/her principal(s); and
8. Make written application as provided with these guidelines.

Revised: November 16, 2000