

SICK LEAVE BANK

The Sick Leave Bank is created for the purpose and intent of alleviating economic hardship incurred by bank members due to involuntarily contracting a chronic illness of a protracted or recurring nature and/or involuntarily receiving a traumatic injury caused by illness or accident requiring absences from work beyond the employee's accumulated sick leave. The Bank shall not be used for days absent from work beyond accumulated sick leave when a voluntary action or decision on the part of the employee was the cause of the absence. If disability is covered by Workmen's Compensation, the employee shall not be eligible to utilize the Sick Leave Bank.

All employees of Mountain Home School District No. 193, who are eligible for coverage under the District Health and Accident Insurance Program, may participate in the Sick Leave Bank. To participate, each employee shall contribute a prescribed number of their sick leave days as determined by the Sick Leave Bank Committee. Sick leave days thus contributed shall be deducted from the individual's sick leave entitlement. The School District Administration Office shall be responsible for reporting to the Sick Leave Bank Committee, throughout the year, the names of contributors and the number of days contributed.

The Sick Leave Bank Committee shall manage the School District No. 193 Sick Leave Bank program. The Sick Leave Bank Committee shall have the authority to develop such additional operational guidelines and procedures it deems necessary, for the orderly administration of the Sick Leave Bank not inconsistent with Federal regulations, Idaho Code, and the terms of the Sick Leave Bank Policy.

The Sick Leave Bank Committee shall consist of the following members:

- A. Three members appointed by the Mountain Home Education Association
- B. One trustee appointed by the Board of Trustees
- C. One administrator appointed by the Board of Trustees
- D. One classified employee appointed by the Classified Steering Committee
- E. All eligible Sick Leave Bank Committee members must be Sick Leave Bank members.

Sick Leave Bank Committee members shall serve from September 1 to August 31, with committee appointment to be made by April 1, Sick Leave Bank Committee members may be re-appointed to the committee.

A majority of the Sick Leave Bank Committee shall be present in order for the committee to consider applications for grants or conduct other business.

TO BE A MEMBER OF THE SICK LEAVE BANK:

- A. Contribute two (2) sick leave days to the Sick Leave Bank.

- B. To be eligible for a grant during any school year, each eligible employee must become a Sick Leave Bank member no later than October 1, or within thirty (30) days following initial employment, as is appropriate.
- C. Any applicant who does not apply for membership in the Sick Leave Bank at the first time he/she is eligible, will be required to take a physical examination by a physician; statement as to health condition signed by the physician must accompany application. Said membership will not cover any pre-existing condition for a period of one year from date of application.
- D. Termination of employment in School District No. 193 shall terminate sick leave bank rights, except when such employee is re-employed in School District No. 193 within three (3) years immediately following the year of termination.
- E. A Sick Leave Bank member may withdraw his membership, at any time, by submitting a written request to the Sick Leave Bank Committee. A member may not withdraw those days of sick leave already contributed to the Sick Leave Bank.

The Sick Leave Bank Committee shall determine the number of sick leave days each participant must contribute in order to keep the bank solvent with the following limitations:

- A. Each participant must contribute the same number of additional days as declared by the Sick Leave Bank Committee to remain a member of the bank.
- B. All days contributed may be whole or fractional days.
- C. The maximum number of days in the Sick Leave Bank shall not exceed three (3) times the number of participants in the Sick Leave Bank.
- D. Accumulated sick leave days may be donated to the Sick Leave Bank by retiring school district personnel and those school district personnel who leave the district. Donated days are subject to other provisions of the Sick Leave Bank Committee.
- E. Partial days may be granted to applicants at the discretion of the Sick Leave Bank Committee.
- F. Individual identifiable information collected for the benefit and exclusive use of the Sick Leave Bank Committee in administration of the duties and responsibilities of this committee is confidential and for the exclusive use of the Sick Leave Bank Committee. Information cannot be released except as provided in the policy of the Sick Leave Bank or with the written consent of the applicant.

The Sick Leave Bank Committee shall report all days granted by the Bank to the School District Administration Office and all other information necessary for the employee's records.

ELIGIBILITY FOR APPLICATION TO SICK LEAVE BANK:

- A. Be a contributor to the Mountain Home School District No. 193 Sick Leave Bank.
- B. Have been absent from work due to illness or non-job related accident for:
 - (1) all accumulated sick leave days; and
 - (2) all personal days; and
 - (3) two days where salary was reduced in full when number of days in Sick Leave Bank pool is less than two hundred (200).

Written application for use of the Sick Leave Bank will be submitted to the Sick Leave Bank Committee when all days referred to in B above have been exhausted or within ten (10) days from the date the applicant returns to his or her assignment. If the applicant is incapacitated to such an extent that he or she cannot personally apply for a grant, the applicant's immediate supervisor or immediate family may apply for the grant. All applications for grants from the Sick Leave Bank should be sent to:

Sick Leave Bank Committee
C/O Superintendent
Mountain Home School District No. 193
470 North Third East
P.O. Box 1390
Mountain Home, ID 83647

Application forms developed by the Sick Leave Bank Committee will be available at the School District Administration Office.

The Committee shall review the request and determine the eligibility of the employee. The Sick Leave Bank Committee will respond to each application for a grant in writing, and in the event the application is denied, will state the reason(s) for such denial. The Committee shall have the authority to make final decisions within the established guidelines as to the disposition of the case.

The Sick Leave Bank Committee will require a doctor's written statement to accompany original application concerning the nature of the illness and/or injury. It is the responsibility of the applicant to provide a doctor's verification of the necessity of the extended period of time absent from work.

For each subsequent illness or non-job related accident during the same fiscal year, the employee will be deducted one day salary when the number of days in the Sick Leave Bank pool is less than two (200) before he/she is eligible for additional sick leave benefits from the Sick Leave Bank. The maximum number of days that can be granted to an eligible participant is 30 days per school year (July 1 – June 30). This limit may be extended to an additional thirty (30) days during the same school year in the event of extenuating circumstances.

Bank grants to individual employees will not be carried over from one fiscal year to another: All such grants will end at the termination of the school year. If an employee does not use all of the days granted by the Bank, the unused sick leave days will be returned to the Bank. In no case shall an employee be granted more than a total of 180-days from the Sick Leave Bank for all illnesses or non-job related disabilities during employment with the school district.

DONATION OF SICK LEAVE DAYS TO EMPLOYEES

- A. An employee, who is a member of the Sick Leave Bank, may donate sick leave days to another employee who is a member of the Sick Leave Bank.
- B. Days can be donated only after the receiving employee has used up all sick leave granted by the Sick Leave Bank, and has been informed by the Sick Leave Bank that no further days will be granted.

- C. In no case shall an employee be granted more than a total of 180-days from the Sick Leave Bank and be in receipt of more than 30-days of donated sick leave for all illnesses or non-job related disabilities during employment with the school district.
- D. If the Sick Leave Bank is exhausted during a fiscal year, no additional days may be added until the following fiscal year; therefore, all applications shall be terminated.

ADOPTED: November 23, 1976
Revised: December 21, 1976
Revised: August 15, 1978
Revised: January 21, 2003

Revised: June 18, 1985
Revised: November 18, 1986
Revised: August 21, 1990
Revised: September 18, 2012

Reviewed: April 13, 2004
Reviewed: October 16, 2007
Reviewed: September 16, 1980
Reviewed: February 16, 2016