

Staff Sick Leave
(Sick Leave Bank)

1. The open enrollment period for the sick leave bank will be September 1 to September 30 of each year. Membership is voluntary. Staff must complete a form stating whether they choose or decline membership in the sick bank. Each participating employee will donate one day of accumulated annual leave the initial year of membership and one day each succeeding year (stopping the yearly one day donation shall be defined as withdrawing).
2. The sick leave bank committee will consist of the superintendent, the business manager, one certified employee and one classified employee.
3. When donations reach 400 days prior to the start of a school year, sick leave bank members will not have to donate days. New members will still donate one day to join.
4. A person withdrawing from membership, terminating employment, or resigning will not be allowed to withdraw contributed days.
5. If the bank is depleted to less than 30 days, all members will be assessed one additional day. If all sick leave days in the bank are exhausted at any time, no claim may be made until the established date of solicitation of additional donations. Bank days may not be retroactively awarded for any period of time during which there were no days in the bank. After the bank has accumulated 400 days or more, no more days will be added until the bank is depleted to less than 340 days except for days to be donated by new members which may be added at any time.
6. If an employee is receiving compensation from the state Workers' Compensation Insurance Fund, the district long-term disability insurance and/or Public Employees Retirement Association disability funds, he will not be eligible to receive bank sick leave days for the same period of time.
7. Use of the bank will be limited to serious illness, disability or injury or continuing treatment of a serious illness that lasts for more than five consecutive days. It may be used for employee absence due to injury or illness of a member of the employee's immediate family living in the immediate household of the employee, who needs care and attention from the employee. "Immediate family" is defined as the spouse and the children, siblings, parents, aunts, uncles, nieces, nephews and grandparents of the employee or of the employee's spouse. To qualify for the bank, an employee must first use their accumulated annual leave, minus three (3) days. When it becomes apparent that an employee may use all of their accumulated days except for three (3), and they meet the criteria listed above, he/she may apply for the sick leave bank.
8. All requests concerning use of the bank must be submitted in writing to the

district office for the attention of the committee. Each request to the bank must be accompanied by a letter from the attending physician.

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9. No more than 15 days may be used by an employee in one year, September 1 to August 31, for the same injury or illness. The committee may grant more days for extenuating circumstances.
10. Persons using the bank will not have to replace days except as regular contributing members.
11. Normal maternity will not be considered for a valid sick leave bank application. Maternity medical complications will be considered individually by the committee.
12. Any variances from these procedures must be granted by the sick leave bank committee.

If any applicant feels improperly denied bank days by the committee, the matter will be referred to the superintendent. If not resolved, the matter then will be referred to the Board of Education which will have the right to review the committee's administration of the bank and correct, if necessary, any violations of the provisions of these procedures by the committee.

Approved: May 1988

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Dolores School District RE-4A, Dolores, Colorado

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