

-Category: 7000 PERSONNEL	Policy Number: 7685
Policy Title: Sick Leave	Effective Date: May 18, 2016

Sick leave shall be granted at the rate of eleven (11) days per year for certificated personnel under a 157 working-day contract. Sick leave shall be granted at the rate of eleven (11) days per year for classified personnel working a full 145 day school year. Sick leave must be taken in no less than one-half day increments. Employees working beyond the school year shall be entitled to sick leave prorated at 11/157 times number of working days. Unused sick leave may be accumulated to an unlimited amount.

The board of Trustees may require proof of illness adequate to protect the District against malingering and false claims of illness.

The Board of Trustees shall not provide compensation for unused sick leave.

Transfer of accumulated sick leave is possible only if the employee worked the preceding school year in an Idaho district from which they are requesting the transfer. The manner and form for transferring sick leave from one Idaho school district to another is prescribed by the Idaho State Department of Education. It will be the responsibility of the employee to initiate a request for transfer of sick leave from one district to another. Accumulated sick leave from another state is not transferable.

Sick leave may be used for illness of an employee or illness of members of the employee's family. (Family shall consist of husband, wife, child, mother, father, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandchild, uncle, aunt, niece, nephew, first cousins or any resident living in the same household).

A Sick Leave Bank will be provided for each participating teacher as outlined in the Negotiated Agreement, Article II. A Sick Leave Bank will be provided for each participating classified employee as outlined in 7685p

Maternity Leave for teachers will be available according to the following:

1. Leave without pay may begin any time after commencement of the pregnancy and continue for a period of time up to one (1) year after a child is born. Notification, in writing, shall be made at least thirty (30) days prior to the expected leave date.
2. Leave without pay may be granted when adopting an infant child of one (1) year or less at any time during the first year after receiving the infant child. Notice, term, and conditions shall be as stated in paragraph 1.
3. Teachers granted maternity or parental leave shall have the option to retain available fringe benefits by assuming the total cost of the fringe benefits package.

Legal Reference:

Idaho Code Sections 33-1216 through 33-1218

Reference:

Policy 7305, "Benefit Schedule"

Negotiated Agreement, Snake River Education Association with Snake River School District #52

Procedure 7650p1: "The Family and Medical Leave Act of 1993, Fact Sheet No. ESA 93"

Procedure 7650p2: "Notice to Employees of Rights Under FMLA"

Procedure 7685p, "Classified Employee Sick Leave and Sick Leave Bank"

Form 7685F: "Classified Snake River Employees Sick Leave Bank Request Form"

Form 7685F1: "Classified Snake River School District #52 Sick Leave Bank Physician Statement"

Category: 7000 PERSONNEL	Procedure or Form Number: 7685p
Policy Title: CLASSIFIED SICK LEAVE AND SICK LEAVE BANK	Effective Date: May 18, 2016

A. SICK LEAVE

1. Sick leave shall be granted at the rate of eleven days per year for classified personnel working a full 145 day school year. Unused sick leave may be accumulated to an unlimited amount. If a classified employee does not complete a school year, sick leave shall be prorated to the date of termination and the employee will not be compensated for unused sick leave. If a salaried employee goes beyond their allotted sick leave, their pay will be docked in not less than full-day increments.

2. Basis for Sick Leave

- 2.1 Illness of the employee.
- 2.2 Illness of members of the employee's family. (Family shall consist of husband, wife, child, mother, father, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grand-child, uncle, aunt, niece, nephew, first cousin, or any resident living in the same household).

3. Basis for Bereavement Leave

- 3.1 Up to two (2) days bereavement leave per incident shall be available to classified employees for the purpose of attending funerals of members of the employee's immediate family, i.e., spouse, parents, spouse's parents, children, step-children, brother or sister, brother-in-law, sister-in-law, grand-parents, spouse's grandparents, or grandchildren. Additional bereavement leave chargeable to sick leave may be taken.
- 3.2 Time for attending the funeral of a close friend, associate or relative may be allowed at the discretion of the Superintendent or his designee. Days used for this purpose shall be deducted from the employee's sick leave entitlement.

4. Sick Leave Bank

- 4.1 The Sick Leave Bank is established for the purpose of alleviating the hardship caused by absence from work necessitated by extended or recurring illness extending beyond the employee's current and accumulated sick and personal leave. The Sick Leave Bank shall operate under the following rules:

The district shall maintain two Sick Leave Bank Committees: 1) the Sick Leave Bank for the teachers shall be formed according to the Negotiated Agreement guidelines; and 2) the Sick Leave Bank for classified employees shall consist of three (3) members representing the classified employees and one (1) person representing the Snake River School District. Committee members shall serve on a rotating three year term. The Chairperson of the Sick Leave Bank Committee will be selected by the committee annually and notification will be given to the district superintendent. The Sick Leave Bank Committee shall develop and distribute rules and procedures for the orderly administration of the bank not inconsistent with the terms of this agreement. The committee's decisions will be made by a majority vote. The committee shall be responsible for reporting to the District's accounting office the names of contributors and the number of days contributed. It shall report all days granted by the bank and all other information necessary for the employee's records. The Sick Leave Bank chairperson may call monthly meetings when deemed necessary.

- 4.1.2 To be a member of the bank, an employee must contribute at least one (1) full day of his/her personal sick leave to the bank on or before October 10 of each year until the member is vested. Sick leave days thus contributed shall be deducted from the individual's sick leave entitlement. Days that are given to the sick leave bank cannot be taken back. The contributed sick leave days shall form a fund of sick leave days that will be available to all eligible participating employees upon recommendation of the Sick Leave Bank Committee. Additional assessments may be made of members should the Sick Leave Bank reserve drop below 200 days. Members who will be employed by the district the following year may contribute additional days to the bank by notifying the district superintendent and the chairperson of the Sick Leave Bank Committee.
- 4.1.3 The Snake River Sick Leave Bank Committee shall create a membership category called Vested Member. Vested Members of the Snake River Sick Leave Bank shall be members who have contributed six days to the Sick Leave Bank. A Vested Member of the Snake River Sick Leave Bank shall not have to contribute additional days to the Sick Leave Bank unless there is a general assessment of all members to maintain an adequate number of days in the bank.
- 4.1.4 Applications for use of the Sick Leave Bank shall be made to the chairperson of the Sick Leave Bank Committee. (See attached application.)
- 4.1.7 In order for an employee to be eligible to apply for sick leave benefits from the Sick Leave Bank, the employee must first: (1) be a contributor to the bank; (2) have been absent from work due to extended or recurring illness, an accident, or the major illness or major injury of an immediate family member (family member is defined as: spouse, child, mother, father, mother-in-law, father-in-law, or member of the employee's household); (3) used all his/her accumulated sick leave and personal leave days; and, (4) must have had reduction in salary in the amount of 2 days of substitute pay, due to the current illness, per request.
- 4.1.6 The Sick Leave Bank Committee shall make grants by committee action.
- 4.1.7 The Sick Leave Bank Committee may, at its discretion may, (1) require a statement from the grantee's physician; and, (2) obtain any additional information from any other individual on prior use of personal sick leave days.
- 4.1.8 The maximum number of days that can be granted to any individual in any contract year by the Sick Leave Bank Committee will be left up to the discretion of the Sick Leave Bank Committee. In no case will the granting of leave cause an employee to receive more than his/her annual salary for that year. If an employee does not use all of the days granted by the bank, the unused sick leave days shall be returned to the bank.
- 4.1.9 The number of sick leave days granted shall not exceed the number of days absent from work due to illness or accident. Whenever an employee has been absent for a continuous illness lasting ten (10) working days beyond his/her accumulated sick leave, the committee may allow retroactive coverage for the two (2) days when the employee's salary was reduced by the cost of the substitute.

Category: 7000 PERSONNEL	Procedure or Form Number: 7685 F1
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Policy Title: CLASSIFIED EMPLOYEE REQUEST FOR SICK LEAVE BANK	Effective Date: May 18, 2016
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Date _____

Requested by _____

Date Sick Leave expires and personal days are used _____

Reason for request: _____

List days and reasons for current year's absences.

Physician's Name: _____ Phone #: _____

Address: _____

Attach any information that your doctor has supplied or any other information you feel is pertinent to this request.

Category: 7000 PERSONNEL	Procedure or Form Number: 7685 f2
Policy Title: CLASSIFIED EMPLOYEE REQUEST FOR SICK LEAVE BANK - PHYSICIAN'S STATEMENT	Effective Date: May 18, 2016
<p>PATIENT'S NAME</p> <p>PHYSICIAN - <i>Thank you for taking the time to give us the details.</i> The above named patient has requested Sick Leave Bank days from School District #52. Your statement will enable the bank committee to determine eligibility for benefits. Regulations require that the applicant exhaust all of his/her regular sick leave before applying for additional days from the bank. Your statement should explain to the committee (in detail) why the applicant is unable to return to work. The information should include the day when the patient may return to work.</p> <p>I. Diagnosis: _____ _____</p> <p>II. Impact of work on conditions: _____ _____</p> <p>III. Date of return to work: _____</p> <p>_____</p> <p style="text-align: center;"> Signature Date </p> <p>Printed Name _____</p> <p>Address _____ _____</p> <p>Phone # _____</p>	
<p>Please return this form to:</p> <p style="text-align: center;"> Sick Leave Bank Committee Snake River School District #52 103 South 900 West Blackfoot, Idaho 83221 </p>	