

Snake River School District #52

PERSONNEL

5400P1

Classified Sick Leave and Sick Leave Bank

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:

4.1.1 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 two (2) or three (3) classified employees elected by members of the Bank; the district business manager; the principal of a district school appointed by the Superintendent; and a director or supervisor of district Classified employees appointed by the 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 submitted to an employee responsible for Human Resources. (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.

Procedure History:

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