

Dietrich School District No. 314

5415

PERSONNEL

All Employee Sick Leave Bank

Each full time employee of Dietrich School District may participate in the Sick Leave Bank. To participate, the employee will contribute two (2) nonrefundable days of his/her earned sick leave days or as determined by the Sick Leave Bank Committee prior to October 1. 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.

A threshold of (50) days will be established in the Sick Leave Bank. When the total days available in the Sick Leave Bank falls below fifty (50) the Sick Leave Bank Committee will equally assess each member additional days required to reestablish the fifty (50) day threshold.

Sick leave days contributed will be deducted from the individual's previously accumulated sick leave. The contributed sick leave days will form a bank of sick leave days that will be available to all eligible employees whose absence from work is due to illness or injury extending beyond their available sick leave.

In order for an employee to be eligible for sick leave benefits from the SLB he or she must:

- a. Be a contributor to the Bank
- b. Be absent from work due to illness or accident
- c. Have used all accumulated sick leave and personal leave

All requests for use of the Bank will be submitted to the SLB Committee (SLBC), comprised of the Superintendent or designee, Business Manager, and an assigned staff member appointed by the Superintendent. The Committee will review the request and determine if the employee is eligible to use the SLB. If the Committee deems necessary, proof of illness may be required at the time of application and periodically during the granted period.

The SLBC will have the authority to establish operational procedures necessary to implement this program. After a complete review of the application, the Committee will have the authority to make final decisions as to the disposition of the applicant's request within established operational procedures.

The maximum number of days that may be granted in any 12 month period will be the remaining number of days an employee is contracted to work during that 12 month period, not to exceed sixty (60) days.

Days borrowed from the Sick Leave Bank must be paid back to the Bank at the minimum rate of two (2) days per year, commencing with the year following the year when the days are borrowed.

Personnel retiring or leaving the employment of the district must repay any indebtedness to the Sick Leave Bank with accumulated sick leave days prior to departure.

Policy History:

Adopted on: July 2014

Revised on: