

GRUNDY COUNTY
SICK LEAVE BANK GUIDELINES

I. Purpose

The purpose of the Sick Leave Bank is to provide emergency sick leave to contributors who have suffered an unplanned personal illness, injury, disability or quarantine and whose personal sick leave is exhausted.

II. Administration

The Sick Leave Bank shall be administered by a Committee of Trustees. The committee shall be composed of 7 members throughout the county including the Director of Schools. The members of the committee will be chosen to serve 3 year terms.

III. Rules and Guidelines

1. All personnel who wish to participate in the Sick Leave Bank shall be enrolled as a member for 6 months before application can be made requesting days from the Sick Leave Bank. A minimum participation of fifty (50) employees shall be required to establish the bank.
2. Any teacher who elects to participate in the bank shall initially have one (1) day of sick leave deducted from his/her personal accumulation and deposited to the Sick Leave Bank. (The law allows a maximum of three (3) days to be donated by individuals.) (Teachers electing to enroll shall do so during the months of August and September of any year.) Donations of sick leave to the bank are nonrefundable and nontransferable.
3. If at any time the number of days in the Sick Leave Bank is less than fifty (50) or one (1) per member if there are more than fifty (50) members, or at any time deemed advisable, the committee shall assess each member one (1) or more days of accumulated sick leave. If a member has no accumulated sick leave at the time of assessment, the first earned days shall be donated as they are accrued by the teacher.
4. By written notice to the committee a member may withdraw from bank participation on any June 30. Membership withdrawal shall result in forfeiture of all days contributed.

5. Members of the Sick Leave Bank shall be eligible to make application to the bank for sick leave only after having been a member of the bank for sixty (60) calendar days.
6. The Sick Leave Bank trustees shall establish the criteria for distributing sick leave from the bank, hear appeals regarding denials of requests for sick leave and prescribe the form and manner of participation in the bank, and shall determine whether to grant or deny all initial requests for the sick leave to be distributed from the Sick Leave Bank. The initial determination shall be made within ten (10) calendar days from receipt of all necessary documentation.
7. All appeals to the Sick Leave Bank trustees must be filed with the Sick Leave Bank Committee of the Department of Personnel within fifteen (15) calendar days from receipt of a determination.
8. A participant shall not receive any sick leave from the Bank until after having exhausted all accumulated sick leave, personal leave and/or annual leave, including all paid Board extensions.
9. Leave grants from the bank, recommended by the Board of Trustees shall be in units of no more than twenty (20) consecutive duty days and no less than ten (10) consecutive duty days for the individual applicant. Applicants may submit requests for extensions of such leave grants before their grants expire. The maximum number of days any participant may receive as a result of any one or the same illness or accident is ninety (90) days total.
10. A participant initially shall not receive any sick leave from the bank until after having exhausted all accumulated sick, compensatory, and annual leave and after having been in a without pay status for five (5) days.
11. The initial application for sick leave from the Sick Leave Bank shall require a Withdrawal Request Application/Medical Certification Form completed in its entirety by the current attending medical doctor/surgeon at the time of application. The treatment visit should be as close as possible to the day the member exhausts all leave balances. A treatment visit may include a visit while in the hospital or the day of surgery. Applicants may submit requests for extensions of sick leave grants before or after their prior grants expire. Refusal to comply will result in denial of the pending request for continued use of additional sick leave days from the bank.

12. In the event a member is physically or mentally unable to make a request to the Sick Leave Bank for use of sick days, a family member or agent may file the request.
13. The committee may require a physician's certificate or condition from any member requesting additional leave. Refusal to comply by these guidelines will result in denial of the pending request for use of sick leave days from the bank.
14. Sick leave granted to a member from the bank need not be repaid by the individual except as all members uniformly assessed.
15. Grants of sick leave from the Sick Leave Bank shall not be made to any member on account of any elective surgery, or illness of any member of the participant's family, or during any period the member is receiving disability benefits from social security or the state or local retirement plan.
16. Leave grants from the bank for conditions determined to be pre-existing shall not be eligible for Sick Leave Bank benefits until twelve (12) months following the effective date of membership. "Pre-existing" shall mean a condition which existed for which a member received treatment or advice during the twelve (12) month period prior to the effective date of initial Sick Leave Bank Membership.
17. The Board of Trustees or the Board's designee may require a second medical opinion concerning any member's application for benefits.
18. If a member sustains an on-the-job injury or illness, the member first is required to submit and receive a determination upon a worker's compensation claim prior to requesting sick leave from the Sick Leave Bank.
 - a. If the worker's compensation claim is denied, a request for Sick Leave Bank benefits will be considered.
 - b. If the worker's compensation claim is approved, a request for Sick Leave Bank benefits will not be considered.
19. Members who have been approved and have received worker's compensation benefits for work-related injuries or illnesses are not eligible for Sick Leave Bank benefits for any claims involving the work-related injuries or illnesses.

20. Sick Leave Bank benefits terminate as of the date the member is no longer temporarily disabled and has been released to return to work even with limitations.

21. A member shall lose the right to obtain the benefits of the Sick Leave Bank by:
- a. Resignation or termination of employment.
 - b. Cancellation of participation which is effective on the next June 30.
 - c. Refusal to honor such assessment as may be required by the Committee of Trustees.
 - d. Being on approved leave of absence with the exception of personal illness or disability leave.
 - e. Retirement.
 - f. Transferring to any state agency or institution that does not accrue leave.
 - g. Changing to part-time employment status.

22. By written notice to the Trustees, a member may withdraw from the bank participation on any June 30. Membership withdrawal results in forfeiture of all days contributed.

23. Upon a finding by the Sick Leave Bank administrator of fraud or misrepresentation of facts by a member in making application for use of sick leave from the Sick Leave Bank, the Board of Trustees may vote to expel and/or deny benefits to the member.

24. Any member who receives Sick Leave Bank benefits through the use of fraud or any misrepresentation of facts shall be liable for the reimbursement of all salary and benefits expended by the bank. **ALL MEMBERS CONSENT TO PAYROLL DEDUCTION FOR THE REIMBURSEMENT OF SICK LEAVE BANK BENEFITS EXPENDED THROUGH THE USE OF FRAUD OR ANY MISREPRESENTATION OF FACTS.**

25. In the event the Sick Leave Bank is dissolved, the total number of days on deposit shall be returned to the then participating members and credited to their personal sick leave accumulation in proportion to the number of days each has contributed individually. Days returned under the section and credited to the individuals participant's accumulation shall be rounded to the nearest one-half ($\frac{1}{2}$) day.

IV. Procedures

1. Contributions to the Bank must be made on a Sick Leave Bank Donation Form.
2. All requests to draw upon the Bank must be made upon a Sick Leave Bank Request Form and submitted to the Committee of Trustees within thirty (30) calendar days of the first date bank usage is requested. In extreme and unusual cases, exceptions may be approved.
3. The Committee shall act affirmatively or negatively on all applications within ten (10) calendar days of the application.
4. All requests to draw from the Bank must be accompanied by a physician's statement on approved form confirming the cause of illness or injury and must be signed by the physician.
5. An applicant may be required to undergo at his/her expense a medical review by a physician approved by the Committee.
6. Any person submitting a request to draw from the Bank must have made his/her proper contribution for the fiscal year in which the request is made.
7. All records of the Sick Leave Bank shall be kept in the central office of the school system which handles regular sick leave records. The Committee shall inform the central office of all applications they approve and the amount of additional leave granted to the members.