

Sick Leave Bank

1. Purpose: The purpose of the Sick Leave Bank shall be to provide all eligible staff additional sick leave days needed to recover from serious illness/injuries (non-work related) which cause an employee to be absent from work for (5) or more consecutive days. Criteria for eligible staff are those employees who either holds a West Bonner County School District contract or work 20+ hours a week.
2. The Sick Leave Bank shall be administered by a council comprised of two (2) certificated employees selected by West Bonner County Education Association (hereafter called WBCEA), two (2) classified employees selected by Meet & Confer and one (1) Employee to be appointed by the Superintendent. At a minimum one (1) certificated employee and one (1) classified employee will be an association member. This council shall elect a chairperson. The employee's council terms will be two year staggered terms as determined by the WBCEA and the Meet & Confer Committee. If a vacancy occurs, prior to the end of the term, the two respective groups shall appoint a replacement to serve out the remainder of that council member's term.
 - a. The Council shall have the authority to recommend guidelines in addition to those set forth, as needed. Such guidelines shall have the approval of the current WBCEA and Meet & Confer Committee and Board of Trustees. **Confidentiality agreement must be signed by all members to participate in the sick leave bank committee. If a committee member has a conflict of interest with the applicant, they will recuse themselves.**
 - b. The Council shall review all applications for use of the Bank and shall have the authority to make final decisions, within the guidelines, as to the disposition of the application. **Please note, sick leave bank application does not guarantee that the committee will grant the requested days.**
 - c. The decision of the Sick Leave committee may be appealed to the Superintendent. The applicant must appeal the decision of the Sick Leave Bank within 5 working days of notification of the determination of the sick leave bank's decision. Upon receipt by the superintendent of the appeal, the superintendent shall within a period of 5 working days decide the matter and notify the applicant in writing of his/her decision. The Superintendent's decision is final.
3. Eligibility for Membership: Membership in the Sick Leave Bank shall be extended to any employee who is employed by the District, who holds a West Bonner County School District #83 contract or who works a minimum of 20 hours per week, and who has accumulated one (1) day of personal sick leave as defined by Idaho Code 22-1216 and 33-1217. All certified employees of the

District will automatically be members of the Sick Leave Bank. All certified employees beginning service with the District will contribute one (1) day to the sick leave bank following employment.

4. All Eligible Employees become a member of the Sick Leave Bank by contributing one (1) day to the Sick Leave Bank following employment and the accumulation of one (1) day of sick leave. Days donated shall be non-returnable to the donor. Any new employee shall have thirty (30) days from the date of hire to submit their application to join. Any existing employee who is not currently a member of the Sick Leave Bank may join during the “open enrollment” period each year during the month of September. If the employee joins during the “open enrollment” period, they must wait to access the Sick Leave Bank until April 1 of the following year. An employee donating one (1) day of accumulated personal sick leave, shall be a current member and shall continue as a current member until person submits a written resignation to the Sick Leave Bank Council.
5. Employees shall not be requested to make further contributions unless the number of days in the bank drops below 50 days. At such time as the bank drops below 50 days, each employee shall contribute one (1) day to the Sick Leave Bank. Written notice shall be give to all employees.
6. The Council shall be responsible for reporting to the District’s payroll office all days granted by the Bank and all other information necessary for the employee’s records.
7. The following are the guidelines established for receiving grants from the Sick Leave Bank.
 - a. May be made only after the applicant has:
 - i. Used all his/her accumulated sick leave, personal leave and vacation time; and
 - ii. Missed work two (2) days for which his/her salary was reduced.
 - b. Requests for days from the Sick Leave Bank must be made on the approved form, available in each school/office, and sent to the Business Manager.
 - c. All applications must be made no later than ten (10) days after returning to work within the same school year.
 - d. Shall not exceed a total of 25 days in any one school year. Additional days may be granted in extenuating circumstances.
 - e. Shall not be granted for medically related business, which can be scheduled on non-work time.
 - f. A doctor’s note or diagnosis stating the serious illness/injury is required of the applicant’s inability to work.

- g. May be granted for illness in the employee's immediate family.

Policy History:

Adopted On: May 9, 2007

Revised On: July 12, 2011

Revised On: September 17, 2014

Revised On: July 15, 2020