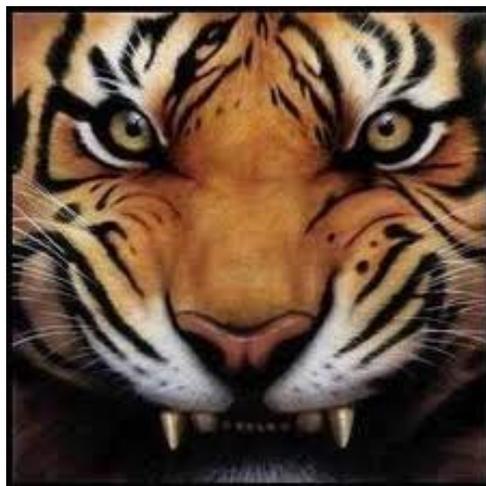


BLUE RIDGE ISD Sick Leave Bank Guidelines



Board Approved March 19, 2018

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SECTION I - PURPOSE AND DEFINITIONS

A. Purpose

The purpose of the Blue Ridge ISD Sick Leave Bank is to provide additional sick leave days to members of the Bank in the event of a critical, life-threatening, or catastrophic illness, injury, or non-elective/emergency surgery and the member is unable to perform the duties of their current job. Days may be requested from the Bank only after the member has exhausted all accumulated personal state days and local days. (This includes paid vacation days.)

B. Definitions for Purposes of Sick Leave Bank

1. Bank will refer to Blue Ridge ISD Sick Leave Bank.
2. Board will refer to Blue Ridge ISD Sick Leave Bank Board of Directors.
3. Member will refer to Blue Ridge ISD Sick Leave Bank member.
4. BRISD will refer to Blue Ridge Independent School District.
5. School Year will refer to September 1 through August 31.
6. Open Enrollment will refer to July 1 through August 31 for current and new employees hired before the opening day of school.
7. Immediate Family Member will refer to spouse, biological and legally adopted children, step-children, foster children, parents, parents-in-law, grandparents, and grandchildren. Approval of any other relationship would be determined on a case by case basis.

SECTION II - MEMBERSHIP

A. Eligibility

All employees of Blue Ridge ISD will be eligible for membership upon completion of the application form and contribution of the required days as specified in Bank policy.

B. Procedures for Joining the Sick Leave Bank

1. Any employee who is eligible to join the Bank may do so by contributing two (2) days of accrued or anticipated local or state leave during open enrollment.
2. An employee hired after open enrollment desiring to join during the current school year must wait until the open enrollment period of the next school year.

3. The open enrollment period for current employees and new employees hired prior to the opening of the school year will be July 1 through September 15.
4. All personnel who join the Bank within the enrollment period are eligible for membership beginning with their first official day of work.
5. Employees desiring to join the Bank shall complete the membership application form and return it to their campus secretary.

SECTION III - CONTRIBUTION OF DAYS

- A. To become a member of the Bank, an employee must contribute two days from their local or state personal leave.
- B. These days will be subtracted from the member's local or state personal leave.
- C. The days donated become the property of the Bank. All donations will remain in force and cannot be returned even upon cancellation of membership or employment.
- D. If a member uses two or more days from the Bank during the school year, he/she will be required to donate two days the following school year in order to have continuing membership in the Bank. If the member uses fewer than two days, he/she will donate the number of days actually used.
- E. Rates of contribution will be determined annually effective July 1, but in no event will the annual contribution be more than one (1) day per fiscal year.
- F. If a member decides to not renew his/her membership in the Bank, the days contributed for membership remain the property of the Bank. If, at a later date, this individual wishes to join the Bank, he/she may do so during the open enrollment period by donating two (2) days.
- G. Personnel who terminate their employment with the District forfeit membership in the Bank at the effective date of termination/retirement. If the employee returns to employment with the District at a later date, the employee must meet eligibility requirements and join during the next open enrollment period.

SECTION IV - GRANTING OF DAYS FROM THE SICK LEAVE BANK

- A. Sick leave days from the Bank will be granted only after the Member has exhausted all accumulated state personal and local leave days.
- B. A Member may apply for days from the Bank only after being absent from work the number of days requested.

- C. Sick leave days will be granted only for paid working days. All available leave days must be used prior to applying to the Bank for benefits.
- D. Sick leave days from the Bank are available only in the event of a critical, life-threatening, or catastrophic disability due to illness, injury, or non-elective/emergency surgery which necessitates an absence from work for five (5) consecutive days or longer.
- E. Pregnancy will not be covered by the Bank. Rare complications arising from pregnancy and/or childbirth will be considered on an individual basis, provided the recovery period requires no longer than six (6) weeks.
- F. Bank grants will not be authorized for the event of a critical, life-threatening, or catastrophic disability due to illness, injury, or surgery resulting from a self-inflicted injury or act of war.
- G. The maximum number of days that can be granted to any one member will be a total of sixty (60) days per school year.
- H. The maximum number of days that can be granted to any one member for a family member will be a total of twenty (20) days per school year.
- I. The Bank may not grant more days than its members have contributed.
- J. If a request to draw upon the Bank is for other than consecutive days of illness, a separate request, including a physician's statement on the required form, must be submitted for each period of illness. In the event of chemotherapy, one physician's statement will be accepted if the statement outlines the frequency and duration of the therapy. The total number of days must exceed five (5) days. Each separate application must meet the initial criteria of just cause. If your request is for a follow up visit and the visit takes more than ½ a day or you are medically unable to return to work following your appointment, documentation from the doctor's office as to time of arrival and departure will be required in addition to the required physician's statement.
- K. All requests to draw upon the Bank must be accompanied by the appropriate physician's statement, signed by the physician, confirming actual treatment, the cause of illness, and certifying the existence of a disability to perform assigned duties. The Board may request verification and/or further explanation from the physician.
- L. The Board may request a medical review by a physician of the committee's choice at the member's expense.
- M. The Board may consider a request by a member for days to assist a critically or terminally ill immediate family member not to exceed twenty (20) days per family member. Documentation must be provided to the Board indicating the member is either the sole provider of the ill family member or is instrumental in the care of the immediate family member.

- N. The Board may consider a request of a member to make arrangements and attend the funeral services of a relative in his immediate family for up to five (5) days not to exceed the member's maximum of 60 days. Documentation such as a death certificate, obituary, or a memorial program should be attached to the request form.
- O. State and local leave days from the Bank may not be granted for the period of disability when monies are paid to the member under Worker's Compensation Act.
- P. All unused personal leave days in the Bank at the end of the school year (August 31) will be carried over to the next school year (September 1).
- Q. Members of the Bank are not necessarily entitled to any days from the Bank or a set number of days. The number of days granted, if any, will be determined by the members of the Board who will consider the number of days available in the Bank, the number of pending requests, and the nature and duration of the illness or injury.
- R. A contributor will lose the right to utilize the benefits of the Bank if any one of the following applies:
 - Termination of employment or suspension of employment from BRISD.
 - Cancellation of participation by the member in writing at any time submitted to the human resource office.
 - Being on approved leave of absence for other than personal or family illness.
 - Attempted abuse of the Bank and/or its policies.
 - Not contributing required days as per Section III or refusal to continue regular contributions.

SECTION V – APPLYING FOR DAYS

- A. Should the member have a need for additional leave days after all accumulated state personal and local personal leave days have been used, the member may submit a request for days from the Bank.
- B. A member requesting days from the Bank must submit the required form(s) along with all required documents to the human resource office within thirty (30) calendar days of the first day the requested Bank benefits are needed. Forms received after the deadline will not be considered unless there are extenuating circumstances beyond the member's control.

Member's request for days for their personal illness/injury/surgery should include:

- Member's last day state personal or local leave days were available to use (must verify with human resources office).
- Beginning and ending dates of days requested.
- Reason for request.
- Indication of need for additional days related to condition that necessitated the request for the days from the Bank.
- Completed attending physician's statement form.
- Verification of emergency need of surgery, if applicable.

Physician's statement should include:

- Description of patient's illness/disability in layman's terms.
- Determination of condition.
- Identification of the nature/cause/extent of illness/condition or need for non-elective/emergency surgery.
- Anticipated release date to perform current assigned work duties and restrictions, if any.
- Date of initial onset of this particular condition.
- Date(s) of actual treatment and dates patient was under doctor's care.
- Days, if any, for follow up appointments. (May be limited by the Board.)
- Narrative or photocopies of records attached, if needed.

Member's request for days for immediate family illness should include:

- Member's last day state personal or local leave days were available to use (must verify with human resources office.)
- Verification the immediate family member's condition which necessitated the request for days from the Bank was unknown to the employee at the time he/she became a member.
- Beginning and ending dates of days requested.
- Reason for request.
- Indication of the need for additional days related to the condition that necessitated the request for days from the Bank.
- Completed attending physician's statement form.

Member's request for arrangement/attendance of funeral for member's immediate family member should include:

- Member's last day state personal or local leave days were available to use (must verify with human resources office).
- Verification the requested days are needed to make arrangements and/or attend the funeral of a family member.
- Beginning and ending dates of days requested.
- Name and relation of immediate family member.
- Copy of the death certificate, obituary, or memorial program.

- C. Forms should be completed with supporting documentation attached and turned in 2 weeks prior to the next scheduled BRISD Board meeting. Forms for the above purposes have been prepared and are available on the BRISD website or by contacting the human resources office.
- D. The Board may refuse to consider an application that does not contain the required information or is not received in the timelines specified in Sick Leave Bank policy.
- E. If a member is critically ill and unable to file an application for sick leave days from the Bank, a district employee or family member may initiate the application form at the request of the member or a family member.

SECTION VI – GOVERNING COMMITTEE

A. Composition of the Membership of the Board

1. Members of the Bank who have been employed by the school district for at least one (1) year may be *elected* to the Board.
2. Membership of the Board will be *elected* as follows:
 - a. One teacher/certified representative from each Blue Ridge Elementary, Blue Ridge Middle School and Blue Ridge High School.
 - b. Two representatives from Administration Central Office Staff.
 - c. One administrator representative from BRISD (Counselor, Principal or Assistant Principal).
 - d. Two representatives from Transportation, Food Services, and Custodial/Maintenance Departments.
 - e. Chairperson of the Bank.
 - f. In addition to the *elected* Board Members, the Superintendent will serve as **Executive Officer of the Board**.
3. Term of office:
 - a. Chairperson of the Bank will serve a minimum of one (1) term which is equal to two (2) years or a maximum of two (2) consecutive terms which is equal to four (4) years beginning September 1 and ending August 31.
 - b. Executive Officer of the Bank will serve a minimum of one (1) term which is equal to two (2) years or a maximum of two (2) consecutive terms which is equal to four (4) years beginning September 1 and ending August 31.
 - c. A member of the Board will serve a minimum of one (1) term which is equal to two (2) years or a maximum of two (2) consecutive terms which is equal to four (4) years beginning September 1 and ending August 31.

- d. To establish continuity on the Board, the term of office for one-half (1/2) of the members of the Board will expire on August 31 of even numbered years for the following:
 - BRISD Elementary Campus
 - BRISD High School Campus
 - Administration Central Office Staff (1)
 - Transportation, Food Service, Maintenance/Custodial (1)
- e. The term of office for the other one-half (1/2) of the Board will expire on August 31 of odd-numbered years for the following:
 - Blue Ridge Middle School Campus
 - Administrator Representative from BRISD (Counselor, Principal or Assistant Principal).
 - Chairperson of the Bank
 - Administration Central Office Staff (1)
 - Transportation, Food Service, Maintenance/Custodial (1)

4. Election procedures:

- a. Elections will be held during the month of August. Only members of the Bank are eligible to vote.
- b. Members of each group named above must be elected from their group.
- c. Eligible candidates will be placed on a ballot and be elected from their group.
- d. Voting will be by ballot. The Executive Officer and Bank Chairperson will tabulate the ballots which will then be reviewed by the Board at the next scheduled meeting. A notice will be sent out to announce the new Board member(s).
- e. In the event of a tie, the Sick Leave Bank Board will vote to break the tie.
- f. Members assigned to more than one campus will be eligible as a representative from their “home campus”.

B. Duties and Responsibilities of the Board

- 1. The Chairperson will be elected at the end of every two year term. At the first meeting of the year for the newly elected Board Members, the Board will select from its group a secretary.

2. All applications for sick leave bank days will be reviewed individually by the Board in a called meeting.
3. A member may be requested to appear before the Board to substantiate his/her case.
4. The Board will determine the number of days approved and reserves the right to approve, deny, or modify the days requested.
5. A Member may appeal the decision of the Board by writing a letter to the executive officer requesting to appear in person before the Board or requesting the letter to be read to the Board to serve as the appeal.
6. Following an appeal, the decision of the Sick Leave Bank Board will be final.
7. Vacancies on the Board that arise during the school year will be filled by appointment from the group which was represented by the member who resigned. (The member with the second highest number of votes during election will be appointed.)
8. Any member of the Board will excuse him/herself when considering their own request or a request made by any member of his/her family.
9. Notification of the results of all members' requests will come from chairperson in the form of a letter to the member with notice given to the payroll department.

C. Final Decisions/Amendments

1. Procedures for deciding any questions not covered herein:
Any questions concerning membership, regulations, or application for sick leave days that may arise after adoption of this plan and not specifically covered herein will be submitted to the Board who will make a recommendation to the Superintendent for final decision.
2. Suggestions for amendments to the bylaws should be submitted to the Board prior to August 1.

SECTION VII – SPECIAL PROVISIONS

- A. The Sick Leave Bank may accept a donation of up to ten (10) days of local personal or state personal leave from a member who is terminating employment with the Blue Ridge Independent School District. Documentation of transaction must be in writing. State personal leave days donated will be deducted from the service record of the donor and district payroll leave balance system.

Donation to Sick Leave Bank

Name of Employee: _____

I wish to contribute _____ day(s) of my state/local (circle) leave to the Blue Ridge ISD Sick Leave Bank.

Signature

Date

.....
FOR OFFICE USE ONLY

Date Received ____/____/____

Date deducted from accrued leave ____/____/____

of days deducted _____

Completed by _____

**Request for Sick Leave from the
Blue Ridge ISD Sick Leave Bank**

Name of Employee: _____

Days Requested: _____

This application for sick leave from the Blue Ridge ISD Sick Leave Bank is made by or on behalf of the employee named above because the employee has exhausted all of his/her accrued sick and vacation leave.

Describe illness or injury and attach statement from attending licensed practitioner which includes expected date of release to return to work. (Also, provide name, relationship and complete address of immediate family member if applicable.)

Signature of Employee

Date

Superintendent