

File: GBGH
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Title: Sick Leave Bank Regulations

Sick Leave Bank Regulations

The following regulations shall be construed as qualifications for membership in the Sick Leave Bank. An employee of Pueblo School District 60 may apply for no more than thirty (30) days for an unexpected catastrophic event* or no more than sixty (60) days in any three- (3) year period. Staff leave days donated to the bank will not be refunded for any reason.

Eligibility

In order for an employee to be eligible to join and to apply for the sick leave bank, the employee **MUST**:

- be benefits eligible,
- donate one (1) sick leave day annually to the Sick Leave Bank
- exhaust all of their leave days before becoming eligible for the Sick Leave Bank, and
- comply with the policies and procedures outlined in GBGH and GBGH-R which exclude elective surgeries, normal pregnancies and maternity leaves, and may not be used in conjunction with other programs or benefits (Social Security, PERA, Workers' Compensation).

Employees will be allowed up to (30) thirty days per calendar, and no more than (60) days in a period of three years.

Sick Leave Bank Board

The Sick Leave Bank Board will be an eight- (8) member board. The Board of Education shall approve the eight member board. There will be equal representation from the associations and the administration. The Sick Leave Board members shall be appointed to two- (2) year terms by July 1st annually. Sick Leave Bank Board members may serve consecutive terms. The board will set meeting times and record minutes of all proceedings. Confidential information related to a staff member's health will not be available for public review.

Considerations

- All donations of sick leave are general donations, and **may not** be designated for a specific recipient.
- If employees wish to donate more than the one (1) sick leave day, they may do so without gaining any additional benefits or amounts of time from the Sick Leave Bank.
- Each year there will be an open donation period in the month of September when any benefited staff member who has not previously donated days to the Sick Leave Bank may elect to do so and become

an eligible member of the Sick Leave Bank. New hires may become eligible by contributing to the Sick Leave Bank in the first month of their employment.

- The Sick Leave Board may ask members of the Sick Leave Bank to contribute one (1) additional day in a year if the balance in the bank drops below two hundred (200) days.
- Days in the Sick Leave Bank shall be cumulative and available for use in subsequent years. The Sick Leave Bank Board may declare a moratorium on annual contributions as it finds advisable.

*As determined by the Sick Leave Bank Board

Adopted September 27, 2011

Revised January 24, 2017

CROSS REFS.: Family and Medical Leave Act (FLMA)

Pueblo School District No. 60, Pueblo, Colorado